

**Rochester Joint Schools Construction Board**  
**Monthly Meeting Minutes**  
**August 12, 2024**  
**4:00 PM**

**Present - Called to Order by the Board Chair at 4:05**

The Meeting was attended by Board Chair Thomas Richards, Vice Chair Jacob Scott, Treasurer Kim Jones, Ronald Gaither, Richard Perrin (4:07), Jesse Dudley, Shawn Farr (virtual), General Counsel Ed Hourihan, General Counsel Greg McDonald (virtual), State Monitor Jaime Alicea and State Finance Monitor Mark Potter (virtual), ICO Brian Sanvidge and Board of Education President Cynthia Elliott (virtual).

**Approval of Minutes**

Monthly Meeting held on July 8, 2024

Motion by Board Member: Jesse Dudley

Second by Board Member: Kim Jones

Approved - 6-0

**Action Item**

**Resolution 2024-25:04**

**Pay Requisition Summary Acceptance (August 2024)**

**Moved by: Ronald Gaither**

**Second By: Jacob Scott**

**Adopted: 6-0**

**Resolution 2024-25:05**

**Authorization to Release Phase III Structural Engineering Services Request for Proposal**

**Moved by: Richard Perrin**

**Second by: Ronald Gaither**

**Adopted: 7-0**

**Resolution 2024-25:06**

**Approval of Responsibilities of Board Members Policy (Revised August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2024-25:07**

**Approval of Confidentiality Agreement (Revised August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2024-25:08**

**Approval of Code of Ethics Policy (Revised August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2024-25:09**

**Approval of Communications Policy (Revised August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2024-25:10**

**Approval of Budget Policy (Revised August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2024-25:11**

**Approval of Procurement Disclosure Policy (Revised August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2024-25:12**

**Approval of Procurement and Purchasing Guidelines (Revised August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2024-25:13**

**Approval of Consent Agenda Policy (August 2024)**

**Moved by: Jesse Dudley**

**Second by: Richard Perrin**

**Adopted: 7-0**

**Resolution 2023-24:36**

**Approval of Phase IIIA Architect Selection**

**Moved by: Jesse Dudley**

**Second by: Jacob Scott**

## **FUND BALANCE REPORT:**

Chairman Richards asked the consultant Kimberly Mitchell to review the details of the new Fund Balance Report with the board. The amounts provided were as of the end of May. Updated numbers will be provided in the next report. The total loan amount from the District is \$39,240,000 with a total amount expended to date of \$2,300,000.00. The beginning cash capital account balance is \$874,206, which does not reflect any interest accrued in the account. The current pay requisition is comprised of four vendors payments from the RCSD Loan Fund totaling \$226,475.73. The total RJSCB budget for July and August FY24-25 is \$307,287.85, the total actual amount is \$579,744.99 leaving a delta of \$270,679.69 over budget. This is primarily due to a needed revision to the RJSCB budget.

## **Meeting Notes**

- Program Director Pépin Accilien discussed the proposal for the evaluation of the superstructure at Edison Tech at the request of the District's Facilities Department. Facilities received a quote which was above the threshold the District is authorized to issue without an RFP so they have requested the work be included in the existing scope for Edison. The Program Management team emphasized that the overall project timeline for Edison remains unchanged but the structural evaluation will be moved up to address potential issues. There is an estimated budget for this work and an engineer will be selected to define the scope of work and identify the building concerns while negotiating a fair price. It was also mentioned that the team would obtain a certified list of structural engineering firms.
- At the request of Chairman Richards, Board Counsel Ed Hourihan reviewed the updated Board policies. The language in the policies was updated concerning the enacting legislation to include the fact that Phase 3 has begun, and they were reviewed for best practices and any legal updates. The most notable changes were to the Responsibility of Board Members, which was revised to define the conflict of interest and to define the board members obligations for real or perceived conflicts as well as the Confidentiality Agreement that now includes a stronger statement regarding the consequences of unauthorized disclosure of confidential information. Member Rich Perrin noted the language referencing an Executive Director and asked if there was such a position. Mr. Hourihan explained that the language is often interchangeable between the Chair and Executive Director and the option remains open to fill that role. Chairman Richards explained that the role of Executive Director was central in Phase 1 due to the work involved in initiating the program, however, the duties are now being divided between consultant Kim Mitchell and the Program Manager. Mr. Hourihan went on to explain that the Procurement and Purchasing Guidelines were extensively updated to enhance efficiency and accountability. The spending thresholds were updated to include approval levels by the Program Management team and the approval processes were clarified, while competitive bidding remained a priority.
- Chairman Richards introduced the approval of the Phase 3A architects for Wilson High School and School 9, reminding the Board that these awards had been tabled, pending approval of the Strategic Plan from New York State Education Department (SED) and, now that the plan has been approved, the awards can be made. Mr. Accilien explained that the firms were evaluated well based on their experience, capacity, cost-efficiency and past performance. It was decided that SWBR was the best firm for Wilson based on their experience, the capacity and also the ability to schedule and the Watts team provided the best value for School 9.
- Board of Education President Cynthia Elliott asked the Board if any research had been done in relation to the increased cost of construction and the impact the Program. Chairman Richards explained that the numbers included in the Financial Plan were updated through the end of last year by construction indexes but those are estimates and the real numbers will not be known until bids are received.
- Program Director Pépin Accilien began the Program Manager's report by reviewing the Financial Summary report which continues to show the initial budget allocation for each of the six projects and the incidental planning expenditures spread across each of the projects as there are no hard construction expenditures yet. Mr. Accilien continued the report by sharing that the first round of interviews for the Franklin High School architect had been conducted and the second set was forthcoming, allowing the schedule to remain on track for an award recommendation at the September RJSCB meeting. The next critical consultant is the Construction Manager (CM), who prepares the detailed cost estimates and is responsible for the overall schedule. The release of that RFP is also scheduled for the September RJSCB meeting.

- Chairman Richards shared with the Board that the Cooperative Agreement that had previously been approved by the RJSCB and the Board of Education had been presented to City Council by Treasurer Kim Jones. Mrs. Jones added that the presentation went well and she anticipated approval the following week.

**ADJOURNMENT:**

5:10pm