

Resolution 2024-25: 17

Pay Requisition Approval Procedures – Revised September 2024

By Board Member Kim Jones

WHEREAS, the Rochester School Facilities Modernization Program Act (the “Act”) established the Rochester Joint Schools Construction Board (“RJSCB” or “Board”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, the New York State Legislature amended the Act by enacting Chapter 533 of the Laws of 2014 (“Amended Act”), thereby providing alternative financing mechanisms for the reconstruction of up to 26 projects for a total cost of \$435,000,000 for Phase II; and

WHEREAS, the New York State Legislature amended the Amended Act by enacting Chapter 614 of the Laws of 2021 (“Second Amended Act” and together with the Act and Amended Act, the “Enabling Legislation”) to authorize additional oversight, transparency, and accountability by the New York State Education Department to ensure projects are completed on time and within budget, and to provide alternative financing mechanisms for the reconstruction of up to 12 projects for a total cost of \$475,000,000 for Phase III; and

WHEREAS, under the Enabling Legislation, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, in September of 2011, the RJSCB established Pay Requisition Approval Procedures (Resolution 2011-12: 23) in order to detail the operative policy and instructions regarding the process by which invoices, pay applications and other pay requisitions (each, a “Pay Requisition”) submitted by all of the Board’s contractors, vendors, suppliers, and consultants (each, a “Vendor”) will be paid; and

WHEREAS, the RJSCB, at its regular monthly meeting on September 10, 2012, revised the Pay Requisition Approval Procedures (Resolution 2012-13: 37) to include the Trustee as paying agent for construction related payments; and

WHEREAS, the RJSCB, at its regularly monthly meeting on April 7, 2014, revised the Pay Requisition Approval Procedures (Resolution 2013-14: 257) to add certain additional internal processes to assist the Board by clarifying duties and providing additional internal controls; and

WHEREAS, the RJSCB, at its regular monthly meeting on January 17, 2017, revised the Pay Requisition Approval Procedures (Resolution 2016-17: 118) to add certain additional internal processes to assist the Board by clarifying duties and providing additional internal controls; and

WHEREAS, the RJSCB, at its regular monthly meeting on August 6, 2018, revised the Pay Requisition Approval Procedures (Resolution 2018-19:31) to add certain additional internal processes to assist the Board by clarifying duties in the absence of an Executive Director and providing additional internal controls;

WHEREAS, the RJSCB now desires to revise the Pay Requisition Approval Procedures to update it for Phase III and add certain transparency and disclosure requirements as are consistent with the New York

State Open Meetings Law; and

WHEREAS, consistent with these intentions, the RJSCB has drafted proposed revisions to the Pay Requisition Approval Procedures, a copy of which is attached to this resolution; and

WHEREAS, the Board discussed and considered the revised Pay Requisition Approval Procedures at its regular Board meeting on September 9, 2024, and now acts as follows.

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby approves and adopts the revised Pay Requisition Approval Procedures in the form presented at this meeting and attached hereto; and
2. All actions taken by the RJSCB, the Chair, and the Treasurer pursuant to, in accordance with and to implement the Pay Requisition Approval Procedures are hereby authorized and approved in all respects.

Second by Board Member Richard Perrin

Adopted: 7-0