

Rochester Board of Education

Finance Committee Meeting

November 14, 2018

Attendance: Vice President Powell (Chair), President White, and Commissioners Sheppard and Hallmark

District Staff: Superintendent, Barbara Deane-Williams; Chief Financial Officer, Everton Sewell; East EPO Chief Financial Officer, Carleen Pearce; Deputy Superintendent, Elizabeth Mascitti-Miller; Budget Director, Rodney Asse; Chief Information Officer, Annmarie Lehner; Director of Procurement, Tim Schmandt; Distinguished Educator, Jaime Aquino; Chief of Operations, Michael Schmidt; Executive Director of Special Education, Kisha Morgan

Parent Representative: N/A (position vacant)

Board Staff: Kallia Wade

Vice President Powell convened the meeting at 5:39PM

Motion by Vice President Powell to approve the November 14, 2018 agenda. Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0.**

Commissioner Hallmark advised that she had found a potential community member that was interested in becoming a parent representative for the Finance Committee. She noted that she would be connecting the parent to the Board Office for more information.

I. Updates with District Administration

CFO Sewell provided a status update on how the budget deficit plan is progressing. He noted that he and Deputy Superintendent Mascitti-Miller have been working closely with the Offices of Teaching and Learning, School Innovation and Finance to pull the requisite data needed for the report. He further noted that the team had not yet finalized a time for the presentation, but that the timeline would ensure that Rick Timbs (and his team) reviews, then the Superintendent, then the Board. Vice President Powell indicated that the goal should be to get the report to the Superintendent in November so that the Board can receive it in December.

CFO Sewell went on to state that the report would provide a 1, 3 and 5 year plan to close the budget. President White indicated his concern regarding impact on students and schools. Superintendent Deane-Williams and CFO Sewell noted the cross-functional nature of the planning team, and advised that these concerns are being taken into consideration. Deputy Superintendent Mascitti-Miller recapped the work that has been done thus far and advised that the team may request for extra time from the Board. She noted the unavailability of Mr. Timbs until January as a reason for this request. Distinguished Educator (D.E.) Aquino asked and received confirmation from CFO Sewell that the plan will include options for the Board to decide on, and that principals will have an opportunity to provide feedback.

The Committee discussed a possible mid-December (2 week extension) deliverable date for the budget deficit plan, to allow for a “high quality product”. D.E Aquino recommended that the timeline should allow for Board discussion, involve the community and for consideration on the impact of cuts. He also recommended mapping out this timeline offline. Commissioner Sheppard noted the need to have the plan be presented at the originally expected November 30 deadline. She advised that timing is critical and a pushback would impact expediency given the upcoming holidays. CFO Sewell clarified that the team would be presenting two reports—one on closing the budget gap for the 2019-20 fiscal year, and the other providing a long-term projection for closing the structural budget gap. He explained that these plans will be running concurrently. The Committee discussed the fact that the budget deficit plan is to be a living document and decided on having the Superintendent review it by November 30th, with delivery to the Board in the December 13th, Finance Committee Meeting.

The Committee discussed the Board’s 2019-20 Budget Priorities through a review of the 2018-19 list of priorities. Superintendent Deane Williams asked the Commissioners to provide priorities that are focused and less program driven. She also recommended that the priorities address items in the Distinguished Educator’s Report. Superintendent Deane-Williams, D.E Aquino, and Commissioner Sheppard noted their concern that the current priorities were too expansive and did not address/ reflect the issues named in the D.E report. Commissioner Sheppard also recommended utilizing the budget deficit plan to help base the Board’s decisions regarding what should be fiscally prioritized.

Motion by Vice President Powell to approve and advance the 2018-19 Budget Priorities document to the Board for adoption for the 2019-20 budget year. **Motion failed.**

II. Review and Approve Minutes of the July 24, 2018 Finance Committee Meeting

Motion by Vice President Powell to approve the minutes of the July 24, 2018 Finance Committee meeting. Seconded by President White and Commissioners Hallmark and Sheppard. **Adopted 4-0.**

III. Review and Discuss the East EPO October 2018 Financial Report

Chief Financial Officer, Carleen Pearce presented the East EPO October 2018 Financial Report and noted the memo and financial spreadsheet provided. No questions were submitted by the Committee.

Motion by Vice President Powell to advance the East EPO October 2018 Financial Report. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

IV. Review and Discuss District October 2018 Financial Report

VP Powell noted that moving forward, the hope is to synthesize the presentation of the financial reports, as the Finance Committee prepares to host blended meetings with other Committees. CFO Sewell addressed the Committee and led the members through the District’s October 2018 financials, including the October financial memo and reports.

D.E. Aquino questioned the increase in Special Ed. FTEs and asked if these are for mandated services. CFO Sewell confirmed that this is so for “the vast majority”. VP Powell followed up by asking Executive Director of Special Education, Kisha Morgan, if the over budgeted FTEs are as a result of over classification of students. VP Powell also asked if the District needed to better at anticipating the number of staff needed to service students. Ms. Morgan responded affirmatively, noting however that the department has been putting measures in place to prevent over classification. However, she also advised that it was important to ensure that the Department was not caught in the same position as last year, where it was cited for too many variances and non-compliance.

Motion by Vice President Powell to approve the District’s October 2018 Financial Report. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

V. Review and Discuss the Quarterly Change Order Report for July-September 2018

There were no questions submitted by the Committee re the Quarterly Change Order Report for July-September 2018.

Motion by Vice President Powell to approve the Quarterly Change Order Report for July-September 2018. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

VI. Review and Discuss the First Quarter 2018 Student Activity Funds Report

VP Powell noted that there was no East High Yearbook fund and questioned whether there was a Committee. CFO Pearce responded and indicated that there is a committee, but that the committee’s fair was held after the accounting deadline. As such, the funds were not reflected in the Report. She advised that East will rectify this in the next quarter.

Motion by Vice President Powell to approve the First Quarter 2018 Student Activity Funds Report. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

VII. Review and Approve Proposed Resolutions for the October 18, 2018 Board Business Meeting

A. EAST EPO

- 1. University of Rochester –agreement to work directly with EPO administrators, coaches, educational professionals and staff to remove current barriers to healthcare and sports-specific training and provide the Center for Human Athleticism Musculoskeletal Performance and Prevention (CHAMPP) intervention program– Resolution No. 2018-19: 413**
- 2. All Pro Catalyst, LLC – amendment of the agreement to provide mentoring for up to 120 students in the 9th Grade who have multiple risk factors for dropping out of school, and provide various support services that include creating academic strategies and monthly lessons that focus on leadership,**

study habits, time management, conflict resolution and communication skills, with the goal to build strong personal character and improve academic outcomes– Resolution No. 2018-19: 416

Motion by Vice President Powell to address and approve the East EPO Resolution Nos. 2018-19: 413 and 416. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

B. PROCUREMENT & SUPPLY

- 1. Aluminum Athletic Equipment Co.; BSN Sports Inc. dba BSN Sports, Passon’s Sports & U.S. Games; Jim Dal Sports, Inc. dba Jim Dalberth Sporting Goods; The Prophet Corporation dba Gopher Sport; Patterson Medical Supply, Inc. dba Medco Supply, Masune & Surgical Supply Service; Riddell/All American Sports Corp.; S & S Worldwide, Inc.; School Health Corporation; and School Specialty – agreement to extend the contracts for a term of one year, the fourth and final year of the four-year contract extension – Resolution No. 2018-19: 449**
- 2. Jim Dal Sports, Inc. dba Jim Dalberth Sporting Goods; Riddell/All American Sports Corp.; and V & V Vending, dba Valenti Sports – agreement to extend the contracts for a term of one year, the fourth and final year of the four-year contract extension – Resolution No. 2018-19: 450**

Motion by Vice President Powell to address and approve the Procurement & Supply Resolution Nos. 2018-19: 449 and 450. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

C. EDUCATIONAL FACILITIES

Final Payments:

- 1. Genesee Building Restoration, Inc. – final payment for General Construction Work for Renovations to School No. 8 – Resolution No. 2018-19: 451**

Motion to address and approve the Educational Facilities Final Payment Resolution No. 2018-19: 451. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

Contracts:

- 1. Power Team Maintenance Co. Inc. dba All Seasons Window Cleaning Company – contract agreement for maintenance services for Contract No. 9 – window washing (Group E) – Resolution No. 2018-19: 452**

2. **CME Associates, Inc. – contract agreement to provide special inspections and materials testing services, on an as-needed basis, for scheduled capital improvement projects – Resolution No. 2018-19: 454**
3. **IBC Engineering, PC – contract agreement to provide general engineering services, on an as-needed basis, and consultation services in areas that include asbestos, lead, structural integrity, feasibility studies, new program and/or project initiatives and small capital improvement projects – Resolution No. 2018-19: 455**
4. **Lozier Environmental Consulting, Inc. – contract agreement to provide general environmental consulting services, on an as-needed basis, including asbestos testing and analysis, air monitoring testing and analysis, and lead based material inspection and testing and hazardous materials testing – Resolution No. 2018-19: 456**
5. **M/E Engineering. P.C. – contract agreement to provide general engineering services, on an as-needed basis, and consultation services in areas that include asbestos, lead, structural integrity, feasibility studies, new program and/or project initiatives and small capital improvement projects – Resolution No. 2018-19: 457**
6. **Marathon Engineering of Rochester, P.C. – contract agreement to provide general environmental consulting services, on an as-needed basis, including asbestos testing and analysis, air monitoring testing and analysis, and lead based material inspection and testing and hazardous materials testing – Resolution No. 2018-19: 458**
7. **Ravi Engineering and Land Surveying, P.C. – contract agreement to provide structural engineering consulting services on an as-needed basis – Resolution No. 2018-19: 459**
8. **SWBR Architecture, Engineering & Landscape Architecture, P.C.– contract agreement to provide general architectural services, on an as-needed basis, and consultation services in areas that include asbestos, lead, structural integrity, feasibility studies, new program and/or project initiatives and small capital improvement projects – Resolution No. 2018-19: 460**

Motion to address and approve the Educational Facilities Contract Resolutions Nos. 2018-19: 452, and 454-460 as a bundle. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

Other:

1. **City Council of the City of Rochester – agreement to issue bonds and to appropriate the proceeds for the purpose of making capital improvements**

to existing school buildings in the school district as noted in the 2018-19 Capital Improvement Program (CIP) and that additional detail of specific items within the request be submitted to the Mayor of the City of Rochester – Resolution No. 2018-19: 453

Chief of Operations, Michael Schmidt presented on Resolution No. 2018-19: 453, and provided a summary of the projects covered under the bond request. CFO Sewell noted that some of the work is for recreation centers and that this would be eligible for aide. The Committee briefly discussed the Districts fiscal relationship with City.

Motion to address and approve the Educational Facilities Other Resolution No. 2018-19: 453. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

D. OTHER

- 1. YMCA of Greater Rochester – agreement to provide the Teen City Membership Program, including use of the Chester F. Carlson Metro Center, for approximately [TBD] students of World of Inquiry School No. 58 – Resolution No. 2018-19: 463**
- 2. Stertil Koni – agreement to replace and install the emergency bus lift at the Transportation Department/Service Center – Resolution No. 2018-19: 465**
- 3. State Environmental Quality Review Act (SEQRA) – determination that the “Transportation Building @ Service Center – Bus Lift Replacement - #26-16-00-01-5-078-110” project planned for the 2018-19 school year constitutes renovation work and is consistent with a Type II Action, not subject to further review under the SEQRA – Resolution No. 2018-19: 466**
- 4. Rush-Henrietta Central School District – agreement amendment to provide additional services, for an additional sum, with no change to the term of the Agreement for one student from World of Inquiry School No. 58 to participate in the varsity ice hockey program – Resolution No. 2018-19: 472**

Motion by Vice President Powell to address and approve the Other Resolution No. 2018-19: 463, 465, 466 and 472 as a bundle. Seconded by President White, Commissioners Hallmark and Sheppard. **Adopted 4-0.**

Next monthly Finance Committee Meeting: December 13, 2018.
Meeting adjourned at approximately 7:02PM