

ROCHESTER BOARD OF EDUCATION

Special Meeting Minutes

November 4, 2010

Minutes

Attendance: President Evans and Vice President Campos, and Commissioners Cruz, Powell, White and Williams; Chief Financial Officer Joyce Martelli; Auditor General Anissa Henry-Wheeler and Board Clerk Shanai Lee.

- I. President Evans convened the meeting at 5:30 p.m.
- II. President Evans stated that the purpose of the meeting is to provide input to the Board's Auditor General on the format of the District's Financial Statement and to establish a decision matrix designed to present information in support of financial resolutions.

The Board reviewed sample copies of financial statements received from Buffalo Public Schools and Syracuse City School District and discussed if the formats used these school districts are comparable or more detailed than the District's Financial Statement. Commissioner Williams expressed concern about the District's current financial reports and asked that they be modified to incorporate some the information presented in the reports of the Buffalo and Syracuse school districts.

ACTION: President Evans asked Joyce Martelli, CFO, to modify the District's financial reports to include a variance analysis of cash flow in the Cash Balance and General Ledger Report. Ms. Martelli agreed to present her recommendations to the Finance Committee at the December 2010 meeting of the committee.

The Board reviewed a decision matrix, presented by Anissa Henry-Wheeler, Auditor General. The matrix was designed to capture information in response to key questions to support financial resolutions. Ms. Lee stated that the District's recently established a taskforce to formulate a new contract process which captures most of the information presented in the matrix. She explained that the taskforce has proposed and implemented a Request to Issue Contract Form that captures details needed to process Purchase Orders as well as information on contract deliverables and scope of services, and requires that requestors select the Strategic Goal and Objective that best applies to the services provided by the contract. Commissioner Campos requested the proposed decision matrix be used for professional service contracts over \$100,000. The Board requested that the proposed decision matrix be compared to the revised RTI process and presented to the Board for final action.

ACTION: Ms. Lee agreed to provide a brief overview to the Finance Committee's December meeting, discussing the efforts that the Task Force for New Contract Process is taking to receive information in support of all resolutions.

III. Executive Session: NONE

IV. Resolutions: NONE

- V. President Evans announced the next Board Business Meeting, scheduled for Thursday, November 18, 2010 at 6:30 p.m.

Motion to adjourn made by Vice President Campos. Seconded by Commissioner Cruz. Adopted 7-0. The meeting was adjourned at 6:20 p.m.

Minutes recorded by Board Clerk Shanai Lee