

Rochester Board of Education
Finance Committee Meeting
July 24, 2018

Attendance: Vice President Powell (Chair); Commissioner Sheppard
Commissioner Hallmark (5:50PM)

District Staff: Chief Financial Officer, Everton Sewell; East EPO Chief Financial Officer, Carleen Pearce; Chief of Schools, Toyia Wilson; Director of Procurement, Tim Schmandt; Chief of Operations, Michael Schmidt; Director of Grants and Business Office, Kathleen Saville; Director of Youth & Justice Programs, Michael Allen

Board Staff: Kallia Wade

Vice President Powell convened the meeting at 5:43PM with a motion to approve the agenda, and noted quorum. She also recognized the guest presenter of Resolution No. 2018-19: 72— Director Michael Allen—and invited him to the table for discussion. This resolution was discussed out of order on the agenda in the interest of the presenter’s time.

I. Review and Approve Proposed Resolutions for the June 28, 2018 Board Business Meeting

E. OTHER

- 1. The Center for Youth Services, Inc. – agreement to provide the New Beginnings Program, an alternative to mainstream secondary schools designed to address academic and social-emotional needs for approximately 40 young men ages 16 - 20, including provision of assessments, individual support, group life skills training, parent and guardian engagement, referral to community support services, counseling, emergency housing, case management, workforce readiness and vocational education – Resolution No. 2018-19: 72**

Director of Youth & Justice Programs, Michael Allen presented on the Center for Youth Resolution No. 2018-19: 72, provided a program overview and the details involved with the contract renewal. Mr. Allen clarified that the Center for youth hosts the New Beginnings program, which is an alternative school that only students from the District can be assigned. The Center for Youth provides two fulltime staff who provide support services to the students in the program. Mr. Allen also provided crucial statistics and data on the program (via supporting memo to the Committee) and listed some of the services that the Center for Youth provides.

Motion by Vice President Powell to approve Resolution No. 2018-19: 72. Seconded by Commissioner Sheppard and . **Adopted 2-0.**

II. Question/Answer Session with East EPO Administration

East EPO Chief Financial Officer, Carleen addressed the Committee, and firstly noted the contractual highlights regarding the renegotiated EPO MOAs for RAP, BENTE, ASAR, and RTA. These were detailed in the provided East EPO financial memo to the Committee. Following this, CFO Pearce was encouraged to discuss the East EPO resolutions:

A. EAST EPO

- 1. The Center for Youth Services, Inc.– agreement to provide *Alternative to Suspension (ATS)* and on-campus intervention program, and provide other supports to supplement existing school services including: social / emotional support services, parental engagement opportunities in crisis situations, “matched intervention” for presenting social and emotional behaviors; and provide the *Crisis Intervention/Prevention* with a focus on prevention education, individual and family sessions, information referrals, immediate crisis response and staff professional development; with the goal to improve student attendance, reduce student suspensions and ultimately improve academic performance for approximately 400 students in Grades 6 - 8– Resolution No. 2018-19: 17**
- 2. The Center for Youth Services, Inc.– agreement to provide to collaborate with the Student Health Center and School Counseling team and incorporate various essential student development elements, including: maintaining a comprehensive referral process with a closed feedback loop that involves all school stakeholders; a student profile that documents the assets and needs of each student, tiered according to needs, with an affiliation to a meaningful adult in the school building who will act as a mentor; an orientation program designed for all transitioning students; prevention education to respond to high risk behaviors; crisis intervention, conflict resolution, decision making and peer mediation, with the goal to insure academic and social/emotional success of all East High School students– Resolution No. 2018-19: 18**

CFO Pearce discussed Resolution Nos. 2018-19: 17 and 18, with The Center for Youth Services Inc. She advised that the first resolution was for \$156K, for the provision of the Alternative to Suspension program. The cost to provide this contract includes 2.0 FTE Crisis Interventions/Prevention Specialists and 1.0 FTE Social Learning Specialist to staff the program. CFO Pearce then advised that the second contract with the Center for Youth for \$90K provided 1.0FTE Community Based Coordinator, 1.FTE Student Support Specialist, and .5FTE Student Support Specialist to staff the Student Health Center to support prevention education, opportunities for intervention and conflict resolution. Following this explanation, the Committee voted on both resolutions.

Motion by Vice President Powell to approve and accept East EPO **Resolution Nos. 2018-19: 17& 18**. Seconded by Commissioner Sheppard. **Adopted 2-0**.

3. **Dr. Sonia James-Wilson (dba Catalyst Research & Development)– agreement provide the CRRP Collaborative Inquiry Summer Institute, a professional learning experience designed to build teacher capacity to teach in ways that are culturally responsive and relevant; provide collaboration with the CRRP Instructional Council Sub-Committee; provide curriculum review and family and community connections; with the goal to improve the quality of lessons, classroom environments, parent engagement and teacher-student interactions– Resolution No. 2018-19: 19**

CFO Pearce then discussed Resolution Nos. 2018-19: 19, which detailed the contract for *Dr. Sonia James-Wilson (dba Catalyst Research & Development)*. This contract, for \$40K, CFO Pearce noted was a decrease from last year’s amount (from \$56K). SFO Pearce noted East’s satisfaction with the pedagogy presented by Dr. Wilson and indicated that it was a contract that the EPO was very interested in continuing.

Motion by Vice President Powell to approve and accept East EPO **Resolution No. 2018-19: 19**. Seconded by Commissioner Sheppard. **Adopted 2-0.**

Commissioner Hallmark arrived at 5:50pm

Upon request by VP Powell, CFO Pearce then went into further detail regarding the MOA agreements, noting that thirteen (13) individuals were impacted by the ASAR contract increase. This accounts for approximately \$11,000 paid out through the stipend. CFO Pearce described this stipend, by noting the differential at East based on the higher expectation of performance for administrators (extended hours etc.). Worked into the contract renewal of the ASAR MOA was an increase of this stipend from 8-10%. CFO Pearce then called attention to the back of the East EPO memo document, which provides further detail of each of the MOAs. RAP shows a rolling over of their MOA, while BENTE requested 1/3 of the interview committee for BENTE vacancies to include BENTE members and also to be included in the review of individuals not recommended to return to East at the end of the 2020-21 school year. CFO Pearce mentioned another facet of the ASAR contract, which also includes a 10% increase for the Athletic Director to bring him up to the same ASAR standard as the RCSD Athletic Director. Finally, for RTA the most significant point is that there will be a reduction of professional development hours in the summer (from 10-5 mandated hours), resulting in realized savings. Additionally, there is an increase in class size from 22-25, except for PE (remains at 35). Lastly, CFO Pearce noted that RTA also requested being at the table for consideration of candidates during the interview process for union related vacancies.

Following this, Commissioner Sheppard then asked tow questions “what are the additional responsibilities that the Athletic Director?” to which, CFO Pearce responded that he oversees the facilities team/ custodial maintenance and also acts as the liaison to oversee the SSOs. She also explained that there was a recent title change for the position to Director of Facilities and Operations (will check to confirm). The second question, asked for the total number of staff receiving the ASAR stipend for increased expectations at East and a response was provided indicating 13 administrators. Clarification was also provided regarding the \$11K—this accounts for the 2% increase (between the previous 8% and the now 10%).

Action Items:

Vice President Powell requested that a 1 sentence resolution to be drafted to reflect the EPO MOA ratifications—CFO Pearce to work with the legal department to have this added to the Resolution packet.

CFO Pearce to provide the Commissioners with more information on the Athletic Director’s additional responsibilities, per the ASAR contract.

III. Review and Approve Minutes of the April 19, 2018 Committee Meeting

Motion by Vice President Powell to approve the minutes of the April 19, 2018 Committee meeting. Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0.**

IV. Question/Answer Session with District Administration and Review and Discuss District June 2018 Financial Report

Vice President Powell, started this segment by noting that there was no June 2018 Financial Report being presented at the meeting. For the benefit of Commissioners Sheppard and Hallmark, she explained that this was as a result of the District closing their books—historically June reports are not presented at Finance because of this. Furthermore, the year-end financial report is usually presented in September and the CAFR is presented after the audit is completed. Chief Financial Officer, Everton Sewell agreed with this information and followed up by noting that a preliminary year-end financial report would be presented in the August finance meeting.

V. Review and Approve Proposed Resolutions for the July 26, 2018 Board Business Meeting

B. BUDGET

1. Monroe No. 1 Board of Cooperative Educational Services (BOCES)– agreement to provide bus transportation for Rochester City School District Special Education pupils attending BOCES programs – Resolution No. 2018-19: 49

Vice President invited Chief of Operations, Michael Schmidt to speak in representation of Resolution No. 2018-19: 49, asking if it’s equivalent to past years agreements. Chief Schmidt and CFO Sewell agreed that the transportation contract and pricing was very similar to last year’s, with very small increases.

Commissioner Sheppard asked whether non RCSD students are included in the number of pupils served. CFO Sewell responded noted that the count was a combination of RCSD and non-RCSD students going to BOCES for required services. Chief Schmidt also noted that this is all driven

by the students' IEPs and thus transportation is required to be provided there and back for students (private, charter, parochial or public) because the contract is with RCSD for transportation.

Motion by Vice President Powell to address and approve the Budget Resolution No. 2018-19: 49. Seconded by Commissioners Hallmark, and Sheppard. **Adopted 3-0.**

C. PROCUREMENT & SUPPLY

- 1. TechMart Computer Products, Inc. dba Scantex Business Systems – contract agreement for the purchase of calculators for various locations within the District – Resolution No. 2018-19: 50**
- 2. Jennie-O Turkey Store Sales, LLC; Land O'Lakes, Inc.; Let's Do Lunch, Inc./Integrated Food Service; Palmer Fish Company dba Palmer Food Services; Rich Products Corporation; Schwan's Food Service, Inc.; Tasty brands, LLC and Tyson Prepared Foods, Inc./AdvancePierre Foods, Inc.– contract agreement for commodity processing for RCSD breakfast and lunch program – Resolution No. 2018-19: 51**
- 3. Conn Education, Inc. dba Classroom Library Company – contract agreement for the purchase of paperback/hardcover books for various locations within the District – Resolution No. 2018-19: 52**
- 4. hand2mind, Inc. dba ETA hand2mind (formerly A. Daigger & Co., dba ETA hand2mind); Delta Education, LLC, a School Specialty Inc. Co.; Fisher Scientific Company LLC (Fisher Science Education Business Unit); Frey Scientific, a Division of Delta Education LLC, a School Specialty Co., Inc.; Aristotle Corporation dba Nasco; VWR International LLC dba Sargent Welch; VWR International LLC dba Ward's Science; and Vernier Software & Technology, LLC – contract extension for Science Equipment & Supplies to purchase microscopes and slides, beakers, experimental kits, living materials, balances, chemicals, and other equipment and supplies for classroom use – Resolution No. 2018-19: 53**

Vice President Powell invited Director of Procurement, Tim Schmandt to speak in representation of Resolutions Nos. 2018-19: 50-53 and opened the discussion or members of the Finance Committee to ask questions regarding these procurement resolutions. The conversation began with the consideration of Resolution No. 2018-19: 50, regarding the purchase of calculators. Commissioner Hallmark asked how long the calculators last and whether the District was replacing these frequently. Chief Schmandt responded by noting that the current contract is “aid-able”, meaning that the District is able to get higher level/functioning graphing calculators. This should result in an improvement of the lifecycle of the calculators—typically 3 years. Commissioner Sheppard asked about count of calculators being provided for in the contract. Chief Schmandt is to get back to the Committee regarding this, however, he noted that the

calculators were scientific models and that \$75K was typically the yearly spend for them, with the calculators being about \$100 each. VP Powell indicated that the contract had a “not to exceed clause”.

Commissioner Sheppard also asked about Resolution No. 2018-19: 52, regarding the ELA paperback books. VP Powell explained that this, noting the previous contract and the lower bid for the new vendor. Chief Schmandt indicated that this represents about a 12% savings over the current vendor contract going out to bid. Following this discussion, Commissioner Sheppard also asked if the Procurement and Supply Office keeps a record of what has been spent/paid and what has been received. Mr. Schmandt responded affirmatively, indicating that the PeopleSoft Oracle system does this for the most part. It is possible to submit a query through this system to acquire a report based on vendor—based on how one chooses to slice the data. Commissioner Sheppard noted that she was asking may want to ask for a specific report on this data in the future.

Action Items:

Chief Schmandt to provide the Commissioners with more information on the calculators—count of products provided with contract, per Commissioner Sheppard’s request.

Motion by Vice President Powell to address and approve the Procurement and Supply Resolutions No. 2017-18: 50-53 as a bundle. Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0.**

B. EDUCATIONAL FACILITIES

Final Payments:

- 1. TES Environmental Corp.– final payment for air monitoring work for renovations to Jefferson Educational Campus – Resolution No. 2018-19: 54**
- 2. Concord Electric Corp.– final payment for Electrical Work for Renovations to Wilson Commencement Academy – Resolution No. 2018-19: 55**
- 3. Lloyd Mechanical Co., LLC – final payment for Plumbing Work for Renovations to School No. 42 – Resolution No. 2018-19: 56**
- 4. Michael A. Ferraulo Plumbing & Heating, Inc. – final payment for plumbing work for renovations to School No. 8 – Resolution No. 2018-19: 57**
- 5. Concord Electric Corp. – final payment for electrical work for renovations to School No. 9 – Resolution No. 2018-19: 58**
- 6. Concord Electric Corp. – final payment for electrical work for renovations to School No. 52 – Resolution No. 2018-19: 59**
- 7. TES Environmental Corp. – final payment for Air Monitoring Work for Renovations to School No. 52– Resolution No. 2018-19: 60**

Vice President Powell invited Chief of Operations, Michael Schmidt to speak in representation of Resolutions Nos. 2018-19: 54-70, MR. Schmidt started by addressing the Final Payments, Resolutions Nos. 2018-19: 54-60. He explained that these final payments were primarily due to incidental occurrences that took place and found conditions (e.g. asbestos) and then readjustment in schedule for the contracts.

Motion by Vice President Powell to address and approve the Educational Facilities Final Payments Resolutions Nos. 2018-19: 54-60 as a bundle, Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0.**

Contracts:

- 8. Labella Associates, D.P.C.– contract amendment to provide architectural / engineering services for a Capital Improvement Project at *Dr. Martin Luther King, Jr. School No. 9* and the *Clinton Baden Recreation Center* – Resolution No. 2018-19: 61**
- 9. Labella Associates, D.P.C. – contract amendment to provide architectural / engineering services for a Capital Improvement Project at *Early Childhood School of Rochester School No. 57*– Resolution No. 2018-19: 62**
- 10. Popli, Architecture + Engineering & L.S., D.P.C. (dba Popli Design Group) – contract agreement to provide architectural / engineering services for a Capital Improvement Project at *Joseph C. Wilson Foundation Academy* – Resolution No. 2018-19: 63**
- 11. Popli, Architecture + Engineering & L.S., D.P.C. (dba Popli Design Group) – contract agreement to provide architectural / engineering services for a Capital Improvement Project at the school facility located at 279 West Ridge Road (formerly known as *Kodak Park School No. 41*)– Resolution No. 2018-19: 64**
- 12. Popli, Architecture + Engineering & L.S., D.P.C. (dba Popli Design Group) – contract agreement to provide architectural / engineering services for a Capital Improvement Project at *Dr. Charles T. Lunsford School No. 19* and the *Flint Street Recreation Center* – Resolution No. 2018-19: 65**
- 13. SWBR Architecture, Engineering & Landscape Architecture, D.P.C. – contract agreement to provide architectural / engineering services for a Capital Improvement Project at *Nathaniel Hawthorne School No. 25*– Resolution No. 2018-19: 66**
- 14. SWBR Architecture, Engineering & Landscape Architecture, D.P.C. – contract agreement to provide architectural / engineering services for a Capital Improvement Project at *Franklin Educational Campus* – Resolution No. 2018-19: 67**

15. **Watts Architecture & Engineering, D.P.C.– contract agreement to provide architectural / engineering services for a Capital Improvement Project at *John James Audubon School No. 33* – Resolution No. 2018-19: 68**
16. **Watts Architecture & Engineering, D.P.C.– contract agreement to provide architectural / engineering services for a Capital Improvement Project at *Frank Fowler Dow School No. 52* – Resolution No. 2018-19: 69**
17. **Watts Architecture & Engineering, D.P.C.– contract agreement to provide architectural / engineering services for a Capital Improvement Project at *Lincoln Park School No. 44* – Resolution No. 2018-19: 70**

Chief of Operations, Michael Schmidt discussed the contracts Resolutions Nos. 2018-19: 61-70 and pointed to the Capital Improvement Plan (CIP) Book. Physical copies of these were handed out at the meeting. He also went into further detail about the CIP projects and noted that the architects were planning on starting a portion of the projects and design work starting in August 2018.

Motion by Vice President Powell to address and approve the Educational Facilities Contracts Resolutions Nos. 2018-19: 61-70 as a bundle, Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0.**

E. OTHER

1. **City of Rochester, Police Department– contract agreement to provide the services of uniformed Police Officers at sporting and other District sponsored events – Resolution No. 2018-19: 73**
2. **Hillside Work-Scholarship Connection, Inc. (Hillside Family of Agencies) – contract agreement to provide youth advocates, academic support and resources, counseling, life skills development and job training to approximately [TBD] at risk secondary students throughout the District, with the goal to increase attendance and graduation rates and prepare students to enter college and the workforce – Resolution No. 2018-19: 77**
3. **Monroe Community College –agreement to work collaboratively with the District and provide academic and student services for approximately 133 students of Rochester Early College International High School who will have the opportunity to combine the experiences of high school and college and accumulate college credits for coursework at Monroe Community College– Resolution No. 2018-19: 83**
4. **Roberts Wesleyan College –agreement provide facilities and services to host the District’s 2018 Leadership Summit for approximately 500 District staff – Resolution No. 2018-19: 84**

VP Powell opened the discussion for Resolution Nos. 2018-19: 73, by noting that this was not the District's regular SRO Contract, and that it was instead a contract for a specific event security for a smaller dollar amount. Chief Schmidt clarified that this contract was for security at athletic and other evening events and was generated out of Carlos Cotto's office. Commissioner Hallmark asked how the contract compared to previous years. Mr. Schmidt responded, sharing that the contract was more or less a place holding number—essentially a rollover per need, but he also noted that it was a not to exceed and that the number could be amended per need. He also noted that it includes sectional events.

Commissioner Sheppard questioned why the District had to use the Police Department for these services. VP Powell responded that it was possible for private security firms to take on this contract, but that the District generally doesn't put out for RFP for this. Chief Schmidt indicated that some of the Officers provided for these events may be SROs and have a relationship with the District, and others may not. Discussion continued with the questioning of the District's obligation to the City Police Department and whether there is justification for the RFP. Commissioner Sheppard asked if there was anything the District can do to get estimates outside of the RFP process. Chief Schmidt noted that he would not recommend going that route especially for services like the Rochester Fire Dept. because of the relationship and support provided by the Fire Dept. for the District. Commissioner Sheppard indicated that there is a need for more information on transitioning to use the District's resources and cutting down on police. Chief Schmidt noted that there could be some delineation based on the types of events, but from a safety perspective there is a worry about the large number of spectators at largely attended events (i.e. more support is needed).

Motion by Vice President Powell to address and approve the Other Resolution No. 2018-19:73. Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0**

Chief of Schools, Toyia Wilson represented Resolution No. 2018-19:83 regarding the agreement with Monroe Community College with Rochester Early College (REC). There was some concern in regards to the high dollar value for the contract (\$666K). Chief Wilson explained that the District negotiated for a flat rate this year, and so are actually benefiting from a much more cost effective agreement. She noted that last year's contract had the District being billed for the costs of real estate space, parking, ID fees, student activity costs and textbooks—these are now built in for this year. She further explained that the department is looking to maximize seats, though they are constricted by 4 classrooms. Commissioner Hallmark questioned whether REC was a highly subscribed school, to which Chief Wilson confirmed and indicated that there is a waitlist in place. Chief Wilson went on to indicate additional highlights of the program, and noted especially that though the program features a mixture of full and part-time students, this year they will have 44 full-time students. Commissioner Powell questioned the whether it was violating contract agreements to send students not prepared to take college courses over those who are read, to which Chief Wilson pointed to the supports provided by the program to assist students. Commissioner Sheppard then asked whether REC students get "first dibs" on entrance spots to MCC. Chief Wilson noted that students work closely with counselors regarding enrollment and the application process. She then concluded her discussion with a few final points. There is a one hundred and five (105) student threshold, as long as the District has more than that enrolled, the contract is advantageous. The Smart Schools Grant covers the cost of text books for the program, and meals are prorated with Sodexo so that each student receive (2) meals per day.

Motion by Vice President Powell to address and approve the Other Resolution No. 2018-19:83 and 84. Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0**

Regarding Resolution No. 2018-19: 77, the Commissioners asked Deputy Superintendent Beth Mascitti-Miller to provide the number students served under the contract, and the projected number of students for this year. Questions will be discussed further at the Board Business Meeting.

Late Submission:

1. **Sodexo– contract to provide school food services to Rochester Early College International High School students at Monroe Community College – Resolution No. 2018-19: TBD**

Motion by Vice President Powell to address and approve the Late Submission Resolution No. 2017-18: TBD regarding the Sodexo Contract. Seconded by Commissioners Hallmark and Sheppard. **Adopted 3-0.**

Next monthly Finance Committee Meeting: August 16, 2018.
Meeting adjourned at 6:58PM