

# **Rochester Board of Education**

## **Finance Committee Meeting**

### **September 20, 2018**

**Attendance:** Vice President Powell (Chair); President White; Commissioner Hallmark  
Commissioner Sheppard (absent)

District Staff: Chief Financial Officer, Everton Sewell; East EPO Chief Financial Officer, Carleen Pearce; General Counsel, Karl Kristoff; Chief of Human Capital Initiatives, Harry Kennedy; Deputy Superintendent of Administration, Elizabeth Mascitti-Miller

Parent Representative: N/A (position vacant)

Board Staff: Kallia Wade

Vice President Powell convened the meeting at 6:36PM apologizing for the delay in the start of the meeting and noted quorum.

**Motion** by Vice President Powell to approve the September 20, 2018 agenda. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

#### **I. Question/Answer Session with East EPO**

East EPO Chief Financial Officer, Carleen Pearce addressed the Committee by providing a financial overview and noting that the fiscal year was progressing as planned. She called the Committee's attention to the negative numbers on the financial report, noting that given the fact that this is an expenditure report, the negatives are actually credits which are favorable. She highlighted that there was a reclassification and recoding of a 2017-18 expenditure which impacted both East's and the District's 2018-19 budget.

**[President White stepped outside the conference room for a few minutes to attend to another matter]**

#### **II. Review and Approve Minutes of the June 14, 2018 Committee Meeting**

**Motion** by Vice President Powell to approve the minutes of the June 14, 2018 Committee meeting. Seconded by Commissioner Hallmark. **Adopted 2-0.**

#### **III. Question/Answer Session with District Administration**

Chief Financial Officer, Everton Sewell addressed the Committee by noting that he would be providing a brief 10-minute presentation after the finance meeting agenda was completed on the New York State Funding Transparency Report.

The Committee agreed to review the East EPO resolutions at this point in the agenda. The Committee reviewed the following:

**A. EAST EPO**

- 1. EnCompass: Resources for Learning, Inc. – to provide supplemental instruction and tutoring focused on students’ success within the accelerated and concentrated pace of the compressed credit recovery program, with the goal to fill the educational and social needs of approximately 50 students and foster attendance and engagement at school– Resolution No. 2018-19: 247**
- 2. All Pro Catalyst, LLC– agreement to provide the Champion Academy, an outcome-driven mentoring program designed to instill drive, discipline, resiliency and self-confidence, for up to 40 qualifying 8<sup>th</sup> Grade students, with the goal to improve academic performance, decrease suspensions and improve students’ attitudes toward peers and authority figures– Resolution No. 2018-19: 248**

CFO Pearce presented on the East EPO Resolution Nos. 2018-19: 247 & 248. The first resolution (247) is for a renewal of a contract agreement to assist scholars who are at significant risk for not graduating on time. CFO Pearce clarified that while the contract shows support for up to 50 scholars, 78 will be able to benefit at the same cost originally determined. The second resolution (248) is for a new contract agreement to provide wraparound intervention support for students. CFO Pearce called the Committee’s attention to the evaluation measurements for the program’s outcomes on the second page of her financial report memo.

**Motion** by Vice President Powell to approve Resolution Nos. 2018-19: 247 & 248. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

**IV. Review and Discuss District August 2018 Financial Report**

CFO Sewell addressed the Committee by beginning to walk members through the District’s unaudited August 2018 financials through the August financial memo and reports. He noted that not much had changed with revenues except for a \$391K grant increase. He noted that the change in grant and special aid und would eventually require a budget amendment, which will hopefully be presented for approval at the October, 2018 Board Business Meeting. CFO Sewell also indicated that the internal and external auditors are currently working on the auditing process for the 2017-18 year-end—once this is complete it will be reported.

**Motion** by Vice President Powell to approve the District’s and East EPO’s August 2018 Financial Reports. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

**V. Review and Discuss the 2017-18 Annual Elementary Activity Accounts and Student Activity Funds Report**

The Committee briefly discussed the annual report and noted no major queries.

**Motion** by Vice President Powell to approve the 2017-18 Annual Elementary Activity Accounts and Student Activity Funds Report. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

**VI. Review and Approve Proposed Resolutions for the September 25, 2018 Board Business Meeting**

**B. PROCUREMENT & SUPPLY**

- 1. D&W Diesel, Inc.; Decarolis Heavy Duty Parts; Fleet Pride; IEH Auto Parts LLC dba Auto Plus; Hoselton Chevrolet, Inc.; MB Auto Electric Distributors, Inc.; Matthews Buses Inc.; New York Bus Sales LLC; NuWay Auto Parts; Penn Detroit Diesel Allison LLC dba Penn Commercial Vehicle Solutions; and Regional International Corp. – contract extension for Auto, Truck and Bus Parts to maintain and repair the District’s fleet vehicles – Resolution No. 2018-19: 274**

**Motion** by Vice President Powell to address and approve the Procurement & Supply Resolution No. 2018-19: 274. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

**C. EDUCATIONAL FACILITIES**

**Final Payments:**

- 1. Lozier Environmental Consulting, Inc. – final payment for Air Monitoring Work for Renovations to Early Childhood Education Center – Resolution No. 2018-19: 275**
- 2. Leo J. Roth Corp.– final payment for Mechanical Work for Renovations to School No. 34 – Resolution No. 2018-19: 276**

**Contracts:**

- 1. Heaster Building Restoration, Inc. – contract extension for maintenance service contract for Contract 1B – Masonry Repair – Resolution No. 2018-19: 277**
- 2. Betlem Service Corporation – contract extension for maintenance service contract for Contract 2A – Refrigeration/Equipment Repair – Resolution No. 2018-19: 278**
- 3. Betlem Service Corporation – contract extension for maintenance service contract for Contract 2B – Air Conditioning/Air Handling – Resolution No. 2018-19: 279**

- 4. Betlem Service Corporation – contract extension for maintenance service contract for Contract 2C – Boiler Repair – Resolution No. 2018-19: 280**
- 5. Lauramar Corp. dba AP Plumbing – contract extension for maintenance service contract for Contract 3A – Sewer Cleaning – Resolution No. 2018-19: 281**
- 6. Lauramar Corp. dba AP Plumbing – contract extension for maintenance service contract for Contract 3B – Plumbing Repair – Resolution No. 2018-19: 282**
- 7. Ralph Friedland & Bros. Inc. – contract extension for maintenance service contract for Contract 5A – Shades/Blind Repair – Resolution No. 2018-19: 283**
- 8. CRAL Contracting, Inc. – contract extension for maintenance service contract for Contract 5E – Asbestos Abatement – Resolution No. 2018-19: 284**
- 9. TES Environmental Corp. – contract extension for maintenance service contract for 5F – Sampling & Testing Laboratory Services – Resolution No. 2018-19: 285**
- 10. Kuitems Construction, Inc. – contract extension for maintenance service contract for 6B – Miscellaneous Millwright Repair – Resolution No. 2018-19: 286**
- 11. Kuitems Construction, Inc. – contract extension for maintenance service contract for 6C – General Carpentry – Resolution No. 2018-19: 287**
- 12. Central Roadways, Inc. – contract extension for maintenance service contract for 7C – Paving and Surfacing – Resolution No. 2018-19: 288**
- 13. Power Team Maintenance Co., Inc. dba All Seasons Window Cleaning Co. – contract extension for maintenance service contract for Contract 9 – Window Washing (Group D, F, G, I) – Resolution No. 2018-19: 289**
- 14. Northcoast Window Cleaning, LLC – contract extension for maintenance service contract for Contract 9 – Window Washing (Group H) – Resolution No. 2018-19: 290**
- 15. A.R. Pierrepoint Co., Inc. – contract extension for maintenance service contract for Contract 9C – Painting – Resolution No. 2018-19: 291**

16. Kircher Construction, Inc. – contract extension for maintenance service contract for Contract 10A – Demountable Partition Work – Resolution No. 2018-19: 292
17. Connors-Haas, Inc. – contract extension for maintenance service contract for Contract 16C – Electrical Work – Resolution No. 2018-19: 293
18. Pestech Exterminating, Inc. – contract extension for maintenance service contract for Contract 17 – Pest Management – Resolution No. 2018-19: 294
19. Industrial Furnace Co., Inc. – contract agreement for Contract No. 2E – Boiler Tube Repair – Resolution No. 2018-19: 295
20. Industrial Furnace Co., Inc. – contract agreement for Contract No. 2G – Boiler Refractory Repair – Resolution No. 2018-19: 296
21. KONE, Inc. – contract agreement for Contract 5B – Elevator Repair – Resolution No. 2018-19: 297
22. Elmer W. Davis, Inc. – contract agreement for Contract No. 8 – Roof Repair – Resolution No. 2018-19: 298
23. Power Team Maintenance Co. Inc. dba All Seasons Window Cleaning Company – contract agreement for Contract No. 9 – Window Washing (Groups B and C) – Resolution No. 2018-19: 299
24. Northcoast Cleaning, LLC – contract agreement for Contract No. 9 – Window Washing (Groups A and J) – Resolution No. 2018-19: 300

Chief of Operations, Michael Schmidt, presented re the facilities final payment and contract resolutions. Clarification was provided regarding the contract resolutions. Nos. 2018-19: 277-294 are renewals, and Nos. 2018-19: 295-300 are new. He also advised regarding No. 2018-19: 292 and provided more information about the demountable partition work.

**Motion** to address and approve the Educational Facilities Final Payment and Contract Resolutions Nos. 2018-19: 275-300 as a bundle. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

**Other:**

25. State Environmental Quality Review Act (SEQRA) – final determination that the projects planned for 2018-19 constitute renovation work and are consistent with a Type II Action, not subject to review under the SEQRA – Resolution No. 2018-19: 301

Chief Schmidt also presented re the Facilities other resolution No. 2018-19: 301 and advised that the district's listed renovation work is routine in nature, and thus not subject for review under the State Environmental Quality Review Act (SEQRA). As such, he asked for the Board's consideration to acknowledge this fact by resolution. This is a necessary step prior to the issuance of a building permit per SEQRA requirements.

**Motion** by Vice President Powell to address and approve the Facilities, Other Resolution No. 2018-19: 301. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

**26. Rochester Joint Schools Construction Board ("RJSCB") – authorization and direction of the submission of appropriate documents required by the State Education Department with respect to relocation and use of swing space for School Nos. 7, and 16 and James Monroe High School – Resolution No. 2018-19: 302**

**27. Rochester Joint Schools Construction Board ("RJSCB")– agreement to authorize and direct relocations, as well as the submission of appropriate documents required by the State Education Department with respect to these relocations – Resolution No. 2018-19: 303**

Chief Schmidt also presented re Facilities Other Resolution No. 2018-19: 302 and 303. He explained that these resolutions codify the use of swing spaces for relocations through the renovation process for the Facilities Modernization Plan (FMP) projects.

**Motion** by Vice President Powell to address and approve the Facilities, Other Resolution Nos. 2018-19: 302 and 303. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

#### **A. OTHER**

- 1. Newark Central School District – agreement for a non-resident student enrollment, during the 2018-2019 school year – Resolution No. 2018-19: 304**
- 2. University of Rochester –agreement to provide courses of instruction to approximately 150 teachers and administrators in content that is aligned to Next Generation Standards in mathematics and science – Resolution No. 2018-19: 305**

The Committee engaged in conversation regarding Other Resolution No. 2018-19: 304. The commissioners posed questions regarding the receiving school that the non-resident student was to be enrolled. It was noted during the meeting that response is to be provided by Deputy Superintendent, Elizabeth Mascitti-Miller. A response was later provided that the student attends Rochester International Academy.

Deputy Superintendent, Elizabeth Mascitti-Miller presented on Other Resolution Nos. 2018-19: 305. She referenced the executive summary provided by Deputy Superintendent of Teaching and Learning, Dr. Cecilia Golden and Executive Director of Mathematics and Digital Learning, Jeff Mikols. Dr. Mascitti-Miller clarified for the Committee that the partnership is for professional learning and not curriculum.

**Motion** by Vice President Powell to address and approve the Other Resolution Nos. 2018-19: 304 and 305. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

- 3. Occupational Safety on Site, Inc. –agreement to provide pre-employment drug testing, return to work evaluations, alcohol screening, Hepatitis B vaccinations, Tuberculosis and other tests as required for District employees – Resolution No. 2018-19: 306**

**Motion** by Vice President Powell to address and approve the Other Resolution No. 2018-19: 306. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

- 4. M.K. Gandhi Institute for Nonviolence –agreement to provide embedded supports onsite at Enrico Fermi School No. 17, design to help operationalize restorative practices and social-emotional supports by staffing the restorative room, facilitating restorative conferencing and individual follow through with approximately 600 students, staff and families, provide job-embedded professional development and implementation support for approximately 100 staff, and consult with the school leadership teams– Resolution No. 2018-19: 308**

Deputy Superintendent Mascitti-Miller represented Other Resolution No. 2018-19: 308 on behalf of Chief of leadership Development, Amy Schiavi.

**Motion** by Vice President Powell to address and approve the Other Resolution No. 2018-19: 308. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

#### **Late Submissions:**

- 1. Law Department Exempt Employee Group (“EEG”) –agreement to increase the amount allocated to the Law Department in the District’s 2018-19 Budget – Resolution No. 2018-19: TBD 1**

General Counsel, Karl Kristoff, represented Other Resolution No. 2018-19: TBD 1. He referenced a previous conversation that had been held in the summer with several Board members advising them about the need for the salary adjustments within the Law Department. This conversation was clarified to have taken place in the executive session following the June 2018 finance meeting. Mr. Kristoff noted that the current request is an issue of equity and not performance and that this would provide stability in the law department. He also noted the staff involved were a part of the exempt group.

**Motion** by Vice President Powell to address and approve the Other Resolution No. 2018-19: TBD 1. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

**2. City of Rochester, Bureau of Parking –agreement to use the East End Garage, located at 475 East Main Street, to provide approximately 20 parking spaces for World of Inquiry School No. 58– Resolution No. 2018-19: TBD 2**

Chief of Operations, Schmidt represented Other Resolution No. 2018-19: TBD 2. He advised that School 58 was in dire need of the parking spaces for new staff, teachers, parents and visitors. He noted that the City was providing the cheapest option with the East End garage and that the contract also covers maintenance costs.

At the permission of the Finance Committee, Chief of Human Capital Initiatives, Harry Kennedy, was invited to present a late submission resolution. Mr. Kennedy provided an executive summary/ draft resolution handout detailing the request for salary equity adjustments for several individuals in the Human Capital Initiatives (HCI) Department. He noted recent reassignment of the HCI department and took responsibility for not approaching the board regarding the adjustments prior to them being applied. He noted that the adjustments were made in order to stabilize the department, much like the law department in the Other Resolution No. 2018-19: TBD 1. The Committee engaged in conversation regarding potential Board pushback when the resolution is presented at the Business meeting. Board President White noted that mistakes have been made by all and encouraged the committee to consider the resolution.

**Motion** by Vice President Powell to address and approve the late submission in lieu of a resolution number to be assigned. Seconded by Commissioner Hallmark and President White. **Adopted 3-0.**

As promised, CFO Sewell led the Committee through a PowerPoint Presentation on the NYSED Funding Transparency Report. The presentation detailed how RCSD's funding compared to the other Big 3 Districts of Yonkers, Buffalo and Syracuse (not including New York City). The Committee engaged in discussion regarding this presentation slides and charts detailing the fiscal comparisons.

Next monthly Finance Committee Meeting: October 16, 2018.  
Meeting adjourned at approximately 8:06M