

ROCHESTER BOARD OF EDUCATION

Special Meeting Minutes
Finance Committee of the Whole
October 15, 2019
Minutes

Board Members in Attendance: Vice President Elliott, Commissioner Powell, Commissioner Davis, Commissioner Hallmark, Commissioner LeBron, and Commissioner Sheppard.

Board Members Excused: President White (on Board Business at the Purpose Built Conference)

Commissioners Elect in Attendance: Ricardo Adams and Amy Maloy

Administration and Board Officers in Attendance: Superintendent, Terry Dade; Chief of Staff, Annemarie Lehner; Chief of Operations, Mike Schmidt; Legal Counsel, Steve Carling; Deputy Superintendent; Elizabeth Mascitti-Miller; District Clerk, Marisol Ramos-Lopez; Board Staff, Kallia Wade

Vice President Elliott convened the Committee of the Whole as a Special Meeting at 5:37 p.m.

No speakers addressing the Board.

I. Finance Committee of the Whole Meeting:

Vice President Elliott surrendered the rest of the meeting to Commissioner Powell as Chair of the Board's Finance and Resource Allocation (Finance) Committee at approximately 6:05 p.m. Commissioner Powell convened the Finance and Resource Allocation Committee of the Whole meeting to discuss financial updates related to the District, review the Quarterly Change Order Report for July-September 2019, and the unaudited June 2019 Financial Report. Commissioner Powell also noted the need to review and discuss the proposed resolutions for the October 17, 2019 Board Business Meeting.

Review & Acceptance of the Minutes of the August 20, 2019 Finance Committee of the Whole Meeting

Action Item:

Motion by Commissioner Judith Davis to approve and accept the minutes of the August 21, 2019 Finance Committee meeting. Seconded by Commissioner Hallmark. **Adopted 6-0.**

Review & Acceptance of the Minutes of the September 17, 2019 Finance

Committee of the Whole Meeting

Commissioner Davis noted a correction for the September 17, 2019 minutes, indicating that she had reported an excused absence for the meeting. Committee Chair, Commissioner Powell requested for that change to be made by Board staff and asked for a motion to approve the minutes amended.

Action Item:

Motion by Commissioner Hallmark to approve and accept the minutes as amended for the September 17, 2019 Finance Committee meeting. Seconded by Commissioner Davis. **Adopted 6-0.**

Commissioner Hallmark left the Committee meeting at 6:12pm

Question & Answer Session with the District Finance Team

Superintendent Dade addressed the Committee noting that he would be providing updates regarding the Budget shortfall at the November 12th Finance Committee of the Whole meeting.

Review and Discussion of the District Quarterly Change Order Report (July-September, 2019)

Committee Chair, Commissioner Powell, opened this portion of the meeting for discussion on the Quarterly Change report and asked for an update regarding whether the District is staying within the Capital Improvement Plan (CIP) budget. Chief of Operations, Michael Schmidt provided an affirmative response to the question. The Commissioners discussed issues relating to the contingency fund and how projects are completed, as well as the reasons for changes in the Change Order Report—found conditions, versus new requests.

Action Item:

Motion by Commissioner Lebron to forward the District Quarterly Change Order Report (July-September, 2019) to the October 17, 2019 Board Business Meeting for approval. Seconded by Commissioner Davis. **Adopted 4-1 with Commissioner Sheppard dissenting and President White and Commissioner Hallmark absent.**

Review and Discussion of the June 2019 Monthly Financial Report (unaudited)

Superintendent Terry Dade led the Committee through a narrative of the monthly financial report for June, 2019. He advised re the typical practice of Board review of financial reports. Superintendent Dade indicated that the past practice of not conducting a June financial report was as a result of the closure of the books and to facilitate the review of the year end financials with the external auditors. Several Board members also corroborated this and noted the review of the final audited year-end financials typically in November or December each year. Superintendent Dade suggested that the Board change this practice to include a review of the June financials moving forward. Commissioner Lebron agreed with this suggestion. Commissioner Powell closed the conversation on the financial report by noting that it as

an “FYI” discussion item only and not one needing approval at this time.

Commissioner Sheppard left at 6:42pm

Review and Discuss Proposed Resolutions for the October 17, 2019 Board Business Meeting

This portion of the agenda was dedicated to a general agenda review of the resolutions to be considered at the October 15, 2019 Board Business Committee Meeting.

Board Members discussed in further detail Resolution No 2019-20: 362 regarding the amendment of the Superintendent’s Employee Group. The Committee discussed the difference between the newly proffered “Chief Technology Officer” position and the “Chief Information Officer” position.

Commissioner Sheppard returned at 7:02pm

The Committee moved on to discuss and consider the financial resolutions in further detail per the Committee agenda.

A. PROCUREMENT AND SUPPLY

1. N/A

B. EDUCATIONAL FACILITIES

Final Payments

1. **Lloyd Mechanical Co., LLC – final payment for HVAC/Mechanical Work for Renovations to Marshall Educational Campus – Resolution No. 2019-20: 386**
2. **UDN, Inc. – final payment for General Construction Work for Renovations to School No. 3/Adams Street Recreation Center – Resolution No. 2019-20: 387**
3. **Nairy Mechanical, LLC – Plumbing Work for Renovations to School No. 3/Adams Street Recreation Center – Resolution No. 2019-20: 388**
4. **Nairy Mechanical, LLC – final payment for Mechanical Work for Renovations to School No. 33 – Resolution No. 2019-20: 389**

Action Item:

Motion by Commissioner Lebron to address and forward the Facilities Resolution Nos. 2019-20: 386-389 as a bundle to the October 17, 2019 Board Business Meeting for approval. Seconded by Commissioner Davis. **Adopted 5-0 with President White and Commissioner Hallmark absent.**

Contracts

1. **Lauramar Corporation dba AP Plumbing – service contract agreement for Contract No. 3A – Sewer Cleaning – Resolution No. 2019-20: 390**
2. **Lauramar Corporation dba AP Plumbing – service contract agreement for Contract No. 3B – Plumbing Repair – Resolution No.**

2019-20: 391

- 3. M/E Engineering. P.C. – service contract amendment to provide general engineering services, on an as-needed basis, and consultation services – Resolution No. 2019-20: 394**
- 4. William Taylor Architects, PLLC – service contract amendment to provide additional architectural / engineering services associated with emergency repairs to the gymnasium roof at RISE Community School No. 106 (formerly known as Kodak Park School No. 41) – Resolution No. 2019-20: 395**

Action Item:

Motion by Commissioner Lebron to address and forward the Facilities Resolution Nos. 2019-20: 390, 391, 394, and 395 as a bundle to the October 17, 2019 Board Business Meeting for approval. Seconded by Commissioner Sheppard. **Adopted 5-0 with President White and Commissioner Hallmark absent.**

Other

- 1. State Environmental Quality Review Act (SEQRA) – Board determination that projects planned for 2020 constitute replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site and are consistent with a Type II Action, not subject to review under the SEQRA – Resolution No. 2019-20: 392**
- 2. Emergency Repairs – Board approval for emergency boiler room repairs at the Marshall Educational Campus – Resolution No. 2019-20: 393**
- 3. Facilities Modernization Program Phase III – Board authorization of the submission of documents required by the State Education Department for the amendment of the Phase III Draft Master Plan to reflect swing space revision – Resolution No. 2019-20: 396**

Action Item:

Motion by Commissioner Lebron to address and forward the Facilities Resolution Nos. 2019-20: 392, 393, and 396 as a bundle to the October 17, 2019 Board Business Meeting for approval. Seconded by Commissioner Sheppard. **Adopted 5-0 with President White and Commissioner Hallmark absent.**

C. OTHER

- 1. Reliant Staffing Systems Inc., dba Career Start – agreement to provide various services onsite at 30 Hart Street in support of Office of Adult Career Education Services (OACES) programs – Resolution No. 2019-20: 397**
- 2. Andrea J. Sandoz, MD – agreement to provide psychiatric consultations and evaluations for an approximately 120 District students, on an as-needed basis – Resolution No. 2019-20: 398**
- 3. Rush-Henrietta Central School District – agreement to provide all services and facilities for up to five (5) students of the District to**

- participate in the ice hockey program – Resolution No. 2019-20: 399
4. Monroe County – authorization to enter into an Inter-municipal Cooperative Purchase Agreement – Resolution No. 2019-20: 400
 5. Hillside Children’s Center (Hillside Family of Agencies) – agreement whereby the District shall pay Federal flow-through funds for an educational program which focuses on building vocational and work-related skills for future employment as well as academic intervention services for approximately 11 District students attending the Andrew Trahey Campus School – Resolution No. 2019-20: 401
 6. The Center for Youth Services, Inc., – agreement whereby the District shall pay Federal flow-through funds to provide the services of an Emergency Shelter Counselor, including mental health, social emotional and general health supports as well as individual counseling, family counseling and general health supports for District students residing at The Center for Youth Services – Resolution No. 2019-20: 402

The Commissioners posed questions regarding the aforementioned resolutions—these were responded to by District Administration Chief Amy Schiavi and Deputy Superintendent Mascitti-Miller. Commissioners also asked for more information re the agreement with Rush-Henrietta (Resolution 2019-20: 399)

Action Item: Commissioners requested follow-up with District Administration to find out why other Districts are not considered for such programs.

Motion by Commissioner Lebron to address and forward the Facilities Resolution Nos. 2019-20: 397-402 as a bundle to the October 17, 2019 Board Business Meeting for approval. Seconded by Commissioner Sheppard. **Adopted 5-0 with President White and Commissioner Hallmark absent.**

Finance Committee Meeting adjourned and the gavel passed back to Vice President Elliott to reconvene the Special Meeting at 7:28 p.m. **The Committee of the Whole meeting then resumed.**

Motion by Commissioner Lebron to convene into Executive Session at 7:28 p.m., seconded by Commissioner Sheppard. **Motion carries 5-0 with President White and Commissioner Hallmark absent.**

Motion by Commissioner Lebron to reconvene into Open Session at 8:21 p.m., seconded by Commissioner Sheppard. **Motion carries 5-0 with President White and Commissioner Hallmark absent.**

Motion by Commissioner Lebron to adjourn at 8:21 p.m., seconded by Commissioner Sheppard. **Motion carries 5-0 with President White and Commissioner Hallmark absent.**

Next monthly Finance Committee Meeting of the Whole: November 12, 2019