

# ROCHESTER BOARD OF EDUCATION

## Special Meeting Minutes Finance Committee of the Whole via Zoom Video Conferencing March 17, 2020

**Board Members in Attendance:** President White, Vice President Elliott, Commissioner Lebron, Commissioner Powell, Commissioner Maloy, Commissioner Adams, Commissioner Sheppard

**Board Members Excused:** N/A

**Administration and Board Officers in Attendance:** Superintendent, Terry Dade, Chief of Staff, Annemarie Lehner; Deputy Superintendent, Lynda Quick; District Counsel, Karl Kristoff, Associate Counsel, Steve Carling; District CFO, Robert Franklin; Budget Director, Brian Pack; Auditor General, Anissa Henry-Wheeler; District Clerk, Marisol Ramos-Lopez; Board Staff, Kallia Wade

President White Convened the Special Meeting at 6:05 p.m. by thanking the Communications Team and Board Staff for helping to make the Board meetings available virtually (via YouTube and Facebook Live) in support of the District's Covid-19 social isolation efforts. He also made mention of virtual learning becoming the new normal for students and families in the District.

**I. Speakers:** No Speakers

**II. Covid-19 Updates**

### Federal/ State Legal Guidelines

General Counsel, Karl Kristoff, and Legal Counsel, Steve Carling, through a PPT presentation, provided an overview for the Board about the recent legal guidance surrounding the Covid-19 Pandemic. They detailed the attendance requirements for the school year given the Governor's Executive Orders on March 7<sup>th</sup> and March 16<sup>th</sup>, the issues for federally required tests in ELA and Math, as well as the Regents, and the District's accountability responsibilities as it regards participation rate and absenteeism. They also addressed the District's provision of meals to students and families and eligibility for reimbursement from the Federal Government. Finally, Mr. Kristoff and Mr. Carling advised about the Open Meetings Law, noting the suspension of the requirement for in-person public presence at meetings.

### District Operations Update

Superintendent Terry Dade addressed the Commissioners and provided regarding the

District's Covid-19 response efforts, highlighting facets of the response as it relates to safety and security for students and staff, nutritional needs of students, disinfection of buildings, and educational resources for students and families. He noted that these resources could be accessed through the District website and would be passed out at food distribution sites and through teacher contact. Finally, Superintendent Dade shared the RCSD Support Hotline information and indicated how families could access further information and supports during the pandemic.

#### Board Operations Update

District Clerk, Marisol Ramos-Lopez, through a PowerPoint presentation, provided an update regarding Board Meeting procedural changes during the Covid-19 pandemic. She noted how board meetings could be viewed, how meeting materials could be accessed, how speakers could sign up to speak, and how contact could be made with the Board Office moving forward.

### **III. Finance Committee of the Whole Meeting:**

Commissioner Lebron convened the Finance Committee of the Whole at approximately 7:00 p.m. and noted the postponement of the 2020-21 District Budget Presentation in light of the Covid-19 crisis to the following week.

#### Finance Committee Discussion Items

Commissioner Lebron passed along kudos to CFO Franklin and his team for their efforts in making the financial report easier to read and follow.

#### Review and Discuss Financial Reports

CFO Franklin presented the February 2020 unaudited Financial Reports, providing the highlights of the report as indicated in the cover memo. He noted the cash balance and general fund and all funds, the cash flow projection, revenue summary, appropriations by major account, appropriations by function, and capital budget status report. He shared that the projected cash balance for the 2019-20 year as at February 2020 is \$47,060,551. He also advised that in an ideal situation, the District would have about two months' worth of operating expenses in cash (approx. \$130 M in general, \$155M in all funds), of which the District is some ways away from. This he noted is an improvement from the prior month's projection, but indicated that a Revenue Anticipation Note (RAN) would be needed next year for cash flow purposes. Mr. Franklin also highlighted information of the negative balances reflecting on the spreadsheets and answered commissioner questions.

**Motion** by Commissioner Powell to forward the February, 2020 Financial Report to the March 26, 2020 Board Business Meeting for approval. Seconded by Commissioner Lebron. **Motion passes 7-0.**

#### 2020-21 Budget Calendar Updates

Board Approved May 28, 2020

Commissioner Lebron called attention to the “Updated Key Dates for the 2020-21 Budget” document, following the decision to postpone the originally scheduled Budget presentation. She also noted that given the Covid-19 crisis meetings and events moving forward would be virtual for the unforeseen future. Primary changes included those to the Budget Townhall, hearings and deliberation sessions. Additionally, the question and answer review sessions are impacted as well. Commissioner Lebron also indicated that all changes on the new document would also be communicated via the District website, BoardDocs and via Social Media.

The Committee discussed the delay of the State Budget and other unknowns surrounding the District’s anticipation of funding and/or other cost impacts coming from the State level.

Finance Committee of the Whole adjourned at approximately 7:45 p.m.

President White noted a “New Business” item on the agenda—regarding a circulated letter from the Community to ask legislators in Albany to adequately fund urban education in Rochester. President White then indicated that there had been a request that the Board sign as an entity. He asked for this to be added to the next Tuesday’s meeting agenda for consideration.

President White closed the meeting again with thanks to Board and Communications Staff for the work on moving forward with a virtual meeting. Commissioner Lebron also noted thanks to the Finance Team for their work on amending the Financial Report and the Resolutions to make these documents more user friendly.

**Motion** by Vice President Elliott to adjourn the Special Meeting at 8:00 p.m., seconded by Commissioner LeBron. **Motion carries 7-0.**

Next monthly Finance Committee Meeting of the Whole: April 14, 2020