

Rochester School Board
Finance Committee Agenda
School Department Board Room
June 1, 2017
6:00 PM

1. Approval of May 4, 2017 Finance Committee Minutes
2. Financial Update
3. Chromebook Purchase by Students and Staff
4. SPC Copier and Printer Bids
5. 21st Century Grant – Review and Approval
6. Department of Education Authorization to Sign Forms/Reports/Requests
7. Financial Items from Personnel Committee
8. Public Comment
9. Other
10. Adjournment

Committee Members:

Paul Lynch, Chair
Matthew Pappas, Vice-Chair
Julie Brown
Jennifer Bryant
Thomas J. Jean
Audrey Stevens
Karen Stokes
Robert Watson

MEMO TO: Rochester School Board
FROM: Michael Hopkins
SUBJECT: Finance Committee Agenda Backup
MEETING DATE: June 1, 2017

6. Department of Education Authorization to Sign Forms/Reports/Requests
Recommendation to the Board, to authorize the following individuals to sign OBM Form 1, Form 2, Form 4, and contracts approved by the Rochester School Board: Michael L. Hopkins, Superintendent of Schools; Kyle M. Repucci, Assistant Superintendent of Schools; and Linda Casey, Business Administrator.

Rochester School Board
Finance Committee Minutes
School Department Board Room
May 4, 2017
6:00PM

DRAFT

Members Present:

Mr. Paul Lynch, Chair
Mr. Matthew Pappas
Ms. Julie Brown
Mr. Thomas J. Jean
Mrs. Audrey Stevens
Mr. Robert Watson

Members Absent:

Mrs. Jennifer Bryant
Mrs. Karen Stokes

Also Present:

Mr. Michael Hopkins
Ms. Linda Casey
Mr. Richard Bickford
Mrs. Christiane Allison
Ms. Nichole Guptel
Guests

The meeting was called to order at 6:37 pm. with a quorum present.

Ms. Brown moved, second by Mrs. Stevens, to approve minutes of the April 6, 2017 Finance Committee meeting. The motion passed unanimously.

Financial Update

Ms. Casey, Business Administrator reported that there doesn't appear to be any issues with the budget bottom line at this time. We are working with revenues to ensure there is an offset in the area of tuition revenue, where there will be a deficit this year. The Finance Department is reviewing open purchase orders to determine status; if orders are pending, cancelled or if the purchase order can be closed out. Resolving outstanding, open purchase orders will be done for the next two months.

Bids

Mr. Jean moved, second by Ms. Brown, to recommend the Board approve the contract bid from Chartwells Food Services of Braintree, MA for District Food Operations and Management Services. The motion passed unanimously.

Mr. Hopkins explained that this is the first year not ordering supplies through Seacoast Educational Services (group bidding); they are no longer in business. Ms. Casey and her staff developed the bid document for Office and Art Supplies. Each school will use the supply list to place orders for next school year; we will use the low bidder when ordering. There is a significant discount by ordering supplies in this manner. Ms. Casey clarified that we are asking the board to approve the price per item not each vendor.

Mr. Watson moved, second by Mr. Pappas, to recommend the Board approve the low bids for Office and Art Supplies as recommended. The motion passed unanimously.

School Lunch Meal Prices

Ms. Casey stated that USDA requires the District to complete a specific formula to ensure we are charging enough for lunches. According to the formula, we are twenty-two cents below what we should be for meal pricing. Her recommendation is to increase elementary and secondary lunches by ten cents: \$2.45 elementary and \$2.95 secondary.

Mrs. Stevens moved, second by Mr. Watson, to recommend the Board approve the increase in school lunch prices by ten cents; to \$2.45 for elementary and \$2.95 for secondary lunches. The motion passed unanimously.

Anonymous Donation

Ms. Casey was informed by a high school staff member that a McClelland School student’s grandmother is going around paying off negative school lunch balances at all elementary schools. She has paid off balances at two schools; is planning to do a school next month and the remaining schools at the start of the next school year. The donor wishes to remain anonymous. Ms. Casey wanted the Board to be aware of this person’s act of kindness. The Committee was extremely pleased with her caring and generosity – many thanks were extended to the donor.

Financial Items from Personnel

Mrs. Stevens moved, second by Ms. Brown, the Board approve the following stipends:

- Mark Blaisdell.....(\$2,000) CIA Website Coordinator
- Jason Bushway.....(\$2,000) BCA Teacher Leader
- Ronald Goodwin.....(\$2,000) RTV Coordinator
- Jennifer Cyr.....(Title IIA Grant \$1,000) Teacher Leader
- Meghan Walkama.....(Title IIA Grant \$1,000) Teacher Leader
- Caitlen Madore.....(Title IIA Grant \$1,500) Mentor Coordinator
- Maggie Skafidas.....(Title IIA Grant \$1,500) Mentor Coordinator
- Jennifer Cyr.....(Title IIA Grant \$1,500) Mentor Coordinator

The motion carried unanimously.

Mrs. Stevens moved, second by Mr. Watson, the Board approve the Non-Union Salaries for the 2017-2018 School year as presented. The motion carried unanimously.

Financial Items from Building

Mr. Lynch moved, second by Mr. Watson, the Board approve Meridian Construction under the current construction manager contract to oversee the replacement of rubber stair treads at Spaulding High School and window replacements at Gonic School. The motion carried unanimously.

Mr. Jean moved, second by Ms. Brown, to recommend the Board approve the purchase of two floor-waxing machines at the costs of \$900 each; pending the availability of funds in the CIP Budget. The motion carried unanimously.

Public Comment – None

Other - None

Adjournment

Mr. Jean moved, second by Ms. Brown, to adjourn the meeting at 6:50 p.m. The motion carried unanimously.

Respectfully Submitted,

Mr. Paul Lynch, Chair