

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

1. Approval of June 1, 2017 Finance Committee Minutes
2. Financial Update
3. Financial Items from Personnel Committee
4. Public Comment
5. Other
6. 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
June 1, 2017
6:00PM

DRAFT

Members Present:

Mr. Robert Watson, Acting Chair
Ms. Julie Brown
Mrs. Jennifer Bryant
Mrs. Audrey Stevens
Mrs. Karen Stokes

Members Absent:

Mr. Paul Lynch
Mr. Matthew Pappas
Mr. Thomas J. Jean

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Ms. Linda Casey
Mr. Richard Bickford
Mrs. Christiane Allison
Ms. Nichole Guptael

The meeting was called to order at 6:15 pm. with a quorum present.

Ms. Brown moved, second by Mrs. Bryant, to approve minutes of the May 4, 2017 Finance Committee meeting. The motion passed unanimously.

Financial Update

Ms. Casey, Business Administrator indicated that the financial statements as of May 31st will be sent out as soon as they are reviewed. It appears at this time that we are going to be in a deficit situation with revenues, a surplus in expenses is needed to offset the deficit. Ms. Casey stated that it appears the budget will be at break even when books are closed the end of July beginning of August. There will not be a large surplus as in previous years; it has been a very tight budget year.

Chromebook Purchase by Students and Staff

Mr. Hopkins reviewed the bid award last month to CDW-G for the purchase of Chromebooks; with an option to develop an on-line site for student purchasing at the same low-bid pricing. Chromebooks would be delivered to school or the Superintendent's Office for pick-up. Another within the bid provided an opportunity for faculty to purchase the Chromebook at the low-bid price through the use of payroll deductions at the start of the school year.

Mrs. Stevens moved, second by Mrs. Bryant, to recommend the Board approve moving forward with developing a means for students and faculty to purchase Chromebooks at the bid price approved for CDW-G Computers. The motion carried unanimously.

SPC Copier and Printer Bids

Mr. Hopkins explained that this is the fourth round of bids for District copiers and printers with Specialized Purchasing Consultants Corporation (SPC); they are able to do high volume RFPs which provides us with lower costs and maintenance fees. The new five year contract will replace all copiers and printers under the current contract, and will provide a good cost per copy with new units. If a copier fails or does not meet our needs it can be replaced. The City uses same company for copier/printer bids.

Mrs. Stevens moved, second by Mrs. Stokes, to recommend the Board approve the five-year contract with Specialized Purchasing Consultants Corporation (SPC) for copiers and printers in the amount of \$190,594.78 yearly. The motion carried unanimously.

21st Century Grant – Review and Approval

Mr. Hopkins provided an overview of the activities and services provided to middle school students through the NH DOE approved 21st Century Community Learning Center Grant. Approved yearly funding for the five year grant is \$134,947.74.

Mrs. Stevens moved, second by Mrs. Stokes, to recommend the Board approve and accept funding for the 21st Century Community Learning Center Grant at Rochester Middle School. The motion carried unanimously.

Department of Education Authorization to Sign Forms/Reports/Request

Mrs. Stevens moved, second by Mrs. Bryant, to recommend the Board 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. The motion carried unanimously.

Financial Items from Personnel

Mrs. Stevens moved, second by Ms. Brown, to recommend the Board approve the following Personnel Committee recommendations:

- Stipend request for Raymond Pillsbury in the amount of \$1,600 for New Teacher Orientation work; Title IIA funded.
- Re-alignment of Extra/Co-Curricular stipends for the 2017-2018 school year.

The motion carried unanimously.

Public Comment – None

Other - None

Adjournment

Ms. Brown moved, second by Mrs. Stokes, to adjourn the meeting at 6:25 p.m. The motion carried unanimously.

Respectfully Submitted,

Mr. Robert Watson, Acting Committee Chair

NHSAU 54 – Rochester Schools

Linda Casey

150 Wakefield Street Suite #8

Rochester, NH 03867

Five-Year Basis beginning with the 2017/2018 Fiscal Year

Copies-per-Year: 12,877,727

Present vs. Proposed Recommendations as of 8/2/2017

PRESENT SITUATION

- 1) Guarantees on Photocopiers...**One Year**
- 2) Annual Price Ceilings Left... **One Year**
- 3) High Volume Console Units...**43**
- 4) Units to be Traded...**215**
- 5) Photocopiers...**50**
- 6) Color Photocopiers Networked ...**22**
- 7) MFP's... **152**
- 8) Network Printers...**22 w/ 13 Color**
- Total number of Units...**224**
- 9) Duplex's...**224**
- 10) Finisher's...**49**

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Photo's...**Five+ Years**
- 2) 5% or CPI Annual Ceilings, whichever is less...**Five+ Years**
- 3) High Volume Console Units with 3 Million plus...**34**
- 4) Replaced **211** New
- 5) Photocopiers...**52 with Secure Print/Confidential Mailbox**
- 6) Low Cost Color Photocopiers Networked...**6**
- 7) MFP's... **147 w/13 Color**
- 8) Network Printers...**16 w/ 12 Color**
- Total number of Units...**215 closing out 9 units**
- 9) Duplex's... **215**
- 10) Finisher's... **52**

Overall Description of Equipment Fleet:

Presently, you have One different Manufacturer & 16 different Models. The new arrangement will shift to one vendor servicing everything with as few models as possible. This will greatly reduce cost and improve reliability.

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging \$0.004450 for black and \$0.053900 for Color. The new contract will come in at a CPC of \$0.003568 for Black and \$0.05496 for Color.

Vendor Packages:

SPC has brought to you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bid combination for your School District.

<u>Cost Center</u>	<u>Present</u>	<u>KMBS (All New)</u>
1. Service & Supplies Color Photo only	\$9,667.20	\$9,733.16
2. Service & Supplies Black Photo only	\$56,234.25	\$45,096.62
3. Annual Muni Lease	\$108,273.59	\$135,765.00
4. Forced Upgrade (28 Owned Copiers)	<u>\$61,500.00</u>	<u>\$00.00</u>
Totals	\$235,675.04	\$190,594.78

*Although the lease cost does go up the service and supply cost savings offsets the increase. Note that with the last upgrade only 192 New units were purchased while 211 New units are part of the lease.

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy 'Cost per Copy' billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th 2018**. A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service-supply contracts and the warranty cards with the successful bidding vendors.

Security package: Wiping out old data on trade out units has been included in the package.

Grant Cover Page

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION

21ST CENTURY COMMUNITY LEARNING CENTER GRANT

Please indicate whether you are (check all that apply):

New Applicant Current Grantee (Reapplying) Current Grantee Adding Site(s)

Name of Eligible School(s)	Host School Population	Grades Served	Youth Attendees			Funds Requested
			Per Day	Per Year	Regular*	
<u>Rochester Middle School</u>	<u>883</u>	<u>6-8</u>	<u>50</u>	<u>300</u>	<u>125</u>	<u>\$134,947.74</u>
Total:			50	300	125	\$134,947.74

District Co-Applicant* (required): Rochester School District SAU #54

Community/Faith Based Co-Applicant(s)* (required): YMCA of Strafford County

Fiscal Agent: Angelika Teal, Rochester Federal Grants Accountant DUNS #: 100050558

Grant Contact Person:	Stephen LeClair, Rochester Title I Director
Address:	150 Wakefield Street, Suite #8
Town, State & Zip Code:	Rochester, NH 03867
Telephone:	603-332-3678
Email Address:	leclair.s@rochesterschools.com
Superintendent's Email Address:	hopkins.m@rochesterschools.com

The undersigned authorized executive officer submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the state and federal laws and regulations. In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following signatures are required.

Superintendent's Signature: Michael L. Hopkins Date 3/7/17

Name (typed): Michael L. Hopkins, Superintendent of Schools

Principal(s) Signature(s): Celeste B. Houghton Date 3/7/2017

Name (typed): Adam Houghton, Rochester Middle School

Chief Executive Officer(s) Signature(s): Douglas Currier Date 3/8/17

Name (typed): Douglas Currier, Director, YMCA of Strafford County

* Items referenced are described in the definitions section of this document