

**Syracuse City School District
Board of Education
Budget & Finance Committee Meeting
Tuesday, December 18, 2007, Board Room**

The meeting was called to order at 3:43 p.m. Present: Commissioners Calvin Corriders, Cynthia Kirby, and Nancy McCarty. Also Present: Commissioners Ned Deuel, Kim Rohadfox-Ceaser, and Laurie Menkin.

The Committee recommended that the following Board action items come before the Board of Education on January 16, 2008:

- **New Positions, Two Teaching Positions for the PLATO Recovery Program** - Authorization to create two teaching positions to support the PLATO Credit Recovery Program at Johnson Center and Fowler High School. The estimated cost is \$128,849 per year, expensed to accounts A.22800.135 and A.21100.135. The District advised that state aid is available to offset the cost of the instructors for this program.

The Committee requested all future requests for new positions include the general ledger account to be charged, along with information on whether the expense was budgeted, and if not budgeted how the District plans to fund.

- **RALLY Program, Contracts with Contact Community Services and McClean Hospital Corporation** – Authorization to enter into a contract with Contact Community Services and McClean Hospital Corporation to provide services in support of the Rally program for the 2007-2008 school year. The contract with Contact Community Services is for \$18,500 and the contract with McClean Hospital Corp is for \$8,000 to be funded from account A.28250.445.Y7.001460. The Committee advised the resolutions for these contracts should be brought before the Board prior to the beginning of the contract period.
- **Legislative Afterschool Funding, Contracts with Peaceful Resolutions for Living and the YMCA** – Authorization to enter into an agreement with Peaceful Resolutions for Living to provide Quadrant II Character Education Programming costing \$167,000, and Peaceful Clubs costing \$60,000. Authorization to enter into an agreement with the YMCA to provide afterschool enrichment and tutorial at Elmwood School for \$29,097, Van Duyn School for \$27,476, and Roberts School for \$30,000. All programs are funded from a legislative grant allocated to support afterschool and enrichment activities for students District wide during the 2007-2008 school year and will be charged to budget A.21100.466.DW.002820.

The Committee requested future resolutions regarding agreements/contracts for existing programs include a historical cost analysis.

- **STEP Program, Contract with Contact Community Services** – Authorization to enter into an agreement with Contact Community Services to provide support services for the STEP program which provides short term education and long term family and student support. The program will run from September 1, 2007 through August 30, 2008 costing \$299,000 to be funded from budget A.22100.445.DW.001760. The District provides reports regarding the STEP program to the Curriculum Committee every six months.
- **Create New Position, ESL Teacher for Bellevue Academy and Dr. Weeks School** - Authorization to create an ESL teaching position to offer these services at Bellevue Middle School (.6) and at Dr. Weeks Elementary (.4). The salary including benefits is \$70,174 which will be funded from budget lines A.21100.130 and A.21100.120.
- **Legislative Consulting Contract** - Authorization to enter into an agreement with Wilson, Elser, Moskowitz, Edelman & Dicker to provide lobbying services for the period of January 1, 2008 to December 31, 2008 for a fee not to exceed \$25,000 payable in 12 monthly installments from budget A.14800.445. The Committee requested the contract include what, when and how the firm will communicate with the District and the Board. The Committee asked that the District's attorney review the contract. A draft will be sent to the Board for review prior to the Board meeting on January 16, 2008.

The Board will set benchmarks for evaluation and analyze the results next summer prior to a new contract being established.

- **Create Positions, Facilities Department** - Authorization to reassign the Superintendent of Facilities Maintenance to assist the Facilities Department in overseeing the Phase I renovations with an increase in salary of \$3,500 to be funded from A.16210.112.56. Authorization to create a Custodial Supervisor position to perform the daily duties of managing the Custodial Department at an estimated salary of \$65,000 to be funded from budget A.16200.150.56. Authorization to create a .5 FTE Custodial Worker position to clean all Pre-K off District sites and the Pre-K office complex at an estimated cost of \$16,250 to be funded from budget F.08511.164.UP. Authorization to create two .5 FTE Custodial Worker positions for Robert School and the Johnson Center at an estimated cost of \$32,500 to be funded from budgets A.16200.164.42 (Roberts) and F.08381.164.54.000530 (Johnson Center).

- **Create Positions, Personnel Department** – Authorization to create two Assistant Directors positions for Personnel to provide a more effective and accurate communication system within the Budget and Payroll Departments. The District will fix a typing error within the resolution. The expense was not budgeted. The expense will be charged to account A.14300.150.Y4.000000.

Discussion Items:

Monthly Financial Statements: Mr. Rufo, SCSD Chief Financial Officer, presented and reviewed the November 2007 monthly financial statements. The District will need to realize approximately 1.2 million in cost savings not including the expense from the new positions added today. The District will be going back to the Common Council in March or April with a new request to modify the 2007-2008 General Fund Budget.

2006-2007 External Audit Progress: Gail Kinsella, CPA with Testone, Marshall and Discenza, LLP, advised a written update was provided to the Audit Committee on December 6, 2007. Mr. Rufo advised the District is working to close out all open items by the end of the month. The District will need a special Board meeting at the end of January in order to formally accept the Audit.

Update 2005-2006 Management Letter/Single Audit Corrective Action Plan: Mr. Rufo advised 15 of the 31 items have yet to be resolved but are in process of being addressed.

Update Parent Involvement in Budgeting Plan: Mr. Rufo advised there is a meeting planned for January 10, 2008 which will include a variety of community and parent organizations. The Budget team has met with the PTO at Corcoran and Fowler.

The meeting was adjourned at 5:40 pm.

_____ Kimberly Day, SCSD School Claims Auditor