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**FY2022 Material Contracts Summary Meeting  
June 4, 2021 via Zoom at 9:30am**

Board members present: Lydia Adelfio, Betsy Hanlon, Margaret Horn, Kelli Jareaux, Art Moran, Ammena Nazeen, Tom O'Hara, Neville Waters, JD Wilde  
Board Members Absent: Jerenze Campbell, Charlene Fadirepo, Gretchen Guffy, Roneal Josephs, Areesah Mobley, Meghan Quinn  
CCPCS Staff present: Russ Williams, Natasha Harrison, Clarice Ulu

This meeting gave the board a chance to review and discuss the annual Material Contracts that were all previously recommended by the Finance Committee to the board for approval. Many of these contracts are annual and included in the budget, except for the new parking contract at Shaw.

N. Harrison has taken over the role from J. Loi who retired at the end of May 2021.

**#6 and #7 - Busy Bee**

When the Material Contracts listing was initially updated, the first Busy Bee contract was listed as new, but it's actually the second one that is new, meaning it has rolled over into the FY2022 budget. Right now the summary lists \$255,261, but it will actually be \$213,000. This is covered under one of our grants through the end of June 2022.

**#9 - Colonial Parking**

We will provide parking at Shaw to staff in a lot, due to nearby construction that has eliminated many parking spots. Shaw currently has two day porters, but will only need one for the upcoming school year (it is a smaller space than other schools) so one position will end on July 1. The other five campuses will continue to have two porters. The new parking contract will commence on August 1 with 12-15 spaces. There is also limited parking at the church as part of our lease.

General discussion: Typically we renew our contracts annually and negotiate with the vendors when necessary. Most of the vendors like working with Center City and they are usually accommodating when/if we need to go out for a bid. If we notice we are having issues with vendors, we will change to a new one by putting the contract out for bid. Over the last few years we have changed contractors for payroll, trash removal and auditors. When we have to switch vendors, we can cite the reason why we work with a particular one.

As a general rule, anything over \$25,000 has to go to bid. We have had more emergency contracts during COVID. We prefer to have at least two bids if the project will cost over \$25,000. No projects over \$25k will move forward without board approval.

**#22 - Pepco**

The Pepco contract is for service *and* delivery of energy to the building. We will see some cost savings in a little over a year when the Petworth campus goes solar. The church will pay for the project which is a project promoted by the Pastor of that parish.

#### #32 - United Healthcare

K. Dickens and J. Loi negotiated the new contract with United Healthcare after leaving BCBS a few years ago. We are currently in the middle of open enrollment and we hope the employees are happy with the health coverage and new contract. The cost increase over the prior year is shared by both employer and employee. Although there are 26 pay periods, the employees only pay for 24 pay periods.

#### Central Office Lease

The current CO lease ends in September. We have found a space and are negotiating a possible new lease. Once done we will have to present a new Material Contract to the Board for approval. We hope to have a lease by the end of June to start on October 1. The new space will decrease our square footage - from 7,000+ sf to 4,500sf. We are still working through what it will look like. This new space will buy us about five years as we plan for the future. This will decrease our office expenses by about one-third.

#### #35 - Zoom

We are currently testing out a new product (Google Workspace for Education) which has enhanced meeting features that may replace Zoom if we complete a successful trial run (60 days). S. Burns is currently running the trial with some of our staff across the district. The new product would cost us \$7,500 annually where Zoom currently costs us \$31,059. If we move toward the product, we will shift it for the board meetings, too.

Neville Waters moved to approve the Materials Contracts and Tom O'Hara seconded. The FY2022 Material Contracts was approved unanimously by the board.

Meeting adjourned.