

**FINANCE & AUDIT COMMITTEE  
EAST HARTFORD BOARD OF EDUCATION**

**WEDNESDAY,  
JANUARY 13, 2010**

A meeting of the East Hartford Board of Education Finance & Audit Committee was held on Wednesday, January 13, 2010, at the Board of Education Administration Building, 1110 Main Street, East Hartford, CT. The meeting was called to order at 5:34 P.M. by Chairman Ram Aberasturia.

**PRESENT** Ram Aberasturia, Chairman  
Marcus Oladell, IV, Committee Member & BOE Member  
Tyron Harris, Committee Member & BOE Member  
Anita Morrison, BOE Member

**ALSO PRESENT** Paul Mainuli, Director of Finance  
Guy Collins, Supervisor, IT Department  
Ken Sayers, IT Department

**APPROVAL OF MINUTES**

**MOTION** By Marcus Oladell, IV  
Seconded by Ram Aberasturia  
To approve the Minutes of December 2, 2009, as corrected:  
Page 2: 1<sup>st</sup> paragraph: Chairman Ram Aberasturia requested a report from each school showing **the percentage of students receiving free and reduced lunch.**  
Motion unanimously carried.

**Public Participation** - None

**Discussion and Possible Approval of E-Mail Back-up System**

**MOTION** By Marcus Oladell, IV  
Seconded by Tyron Harris  
To approve Digital Back Office for an exchange server off-site hosting for a three year period and forward to the full Board for its approval.  
Motion unanimously carried.

Mr. Mainuli noted this is under the State bid. There is a one-time cost of \$2,600.90 for set up. The total of three-year contract is \$40,904.

**Discussion and Possible Approval of Printer/Copier Service Plan**

**MOTION** by Marcus Oladell, IV  
Seconded by Tyron Harris  
To enter into a printer maintenance agreement with CBS/XEROX for a 6-month trial period and forward to the full Board for its approval.  
Motion unanimously carried.

Mr. Mainuli noted that CBS/XEROX, in conjunction with the IT Department, prepared a printer management study that would allow the district to reduce its costs for the repair and maintenance of printers. The district will contract with CBS/XEROX at a cost of .015 per black & white printed sheet and 0.12 for each color printed sheet. The monthly cost is based on actual usage. There are no minimum usage costs each month. Based on 100,000 black &

white printed sheets per month, the cost will be \$1,200 a month. The price includes toner, all consumables, parts and on-site maintenance. CBS/XEROX is currently under a three year contract with the district to provide copier services. Response time for service is (4) hours. The district will save on the cost of printer supplies and on the amount of IT staff spent on the maintenance and repair of printers which is estimated to be over 8% of their time.

IT Department was asked to provide a cost analysis for review by the full Board.

**Discussion of Monthly Financial Report for December 2009**  
**(Paul Mainuli, Director of Business Services)**

Mr. Mainuli reviewed the December financial report with the Committee and noted we will provide the Second Quarter Financial Report to the full Board next week. The actual balances for each account are being adjusted as a result of the action taken by Town Council.

Mr. Mainuli noted that as a result of Council action, the current budget is approx. \$76.6 million. The Town reduced our budget by \$5.9 million in federal ARRA stabilization funds and restored almost \$3.5 million as a supplemental appropriation to our budget.

**OTHER BUSINESS**

A question was asked if Johnson Controls has begun the second phase of the program. Mr. Mainuli has not heard any firm answer at this time. He will keep the Committee apprised of this concern.

**MOTION**

By Marcus Oladell, IV  
Seconded by Tyron Harris  
To adjourn the meeting of the Finance & Audit Committee  
(7:12 P.M.)  
Motion unanimously carried.

Recorded by: Donna Fitzgerald