

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

**WEDNESDAY,
MAY 5, 2010**

A meeting of the East Hartford Board of Education Finance & Audit Committee was held on Wednesday, May 5, 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
Tyron Harris, Committee Member (arrived 5:45 P.M.)
Marcus Oladell, IV, Committee Member

ALSO PRESENT Mark Zito, Superintendent of Schools
Mary Alice Dwyer Hughes, BOE Chairperson
Paul Mainuli, Director of Finance
Anita Morrison, BOE Member
Robert Damaschi, BOE Member
Dorese Roberts, BOE Member
Bryan Hall, BOE Member
Guy Collins, Supervisor, IT
Ken Sayers, Network Administrator, IT
Nate Quesnel, Principal, EHMS

APPROVAL OF MINUTES

Approval of April 7, 2010 Minutes is deferred until next Finance & Audit Committee meeting.

Public Participation – None

Discussion of E-School Plus Student System Implementation

Mr. Mainuli stated the system has been up for over a year. There is still work to be done to get the student system implemented for all schools across the entire district.

Mr. Collins provided information as to the present status of the E-School Plus System. He noted further training is needed by staff. He also noted CIBA was successful in implementing the “Home Access Center” module for parents and can help train faculty at EHMS and EHHS. Mr. Collins further stated we need to create more training opportunities for staff and is hopeful this can be accomplished. He noted he would like to see more user friendly training guides Sungard/Pentamation, the developer of the student system software. Most concerns raised by staff about E-School Plus are related to training on and usage of the student system. Mr. Mainuli stated in June we can have some staff development days for administrators which could be used for training on E-School Plus.

There is, however, one software issue that is being addressed with Sungard/Pentamation. School administration is working with the software company to improve the reporting module at no cost to the district. Mr. Collins and Mr. Zito will work with the high school to move the project along with the implementation of the “Home Access Center” for parents.

Mr. Aberasturia asked if “Home Access Center” will be implemented by September. Mr. Collins stated he is hopeful it will be available in October. Superintendent Zito stated in addition to the middle and high schools, Synergy and elementary schools must also be included.

Regarding expulsion hearings, Mr. Aberasturia asked if Board Members could receive reports from the student system such as grades – past and present. Superintendent Zito stated he would like to begin looking at students in the 8th grade to identify needs to determine whether a program could be established at Synergy to reduce the number of expulsion hearings. Superintendent Zito stated he will work with the appropriate principals to explore an expanded program at SYNERGY.

Mary Alice Dwyer Hughes suggested discussion of E-School Plus with principals could take place at Cabinet meetings.

Discussion of the Follett/Destiny Automated Library System

Mr. Mainuli stated that the Superintendent met with elementary principals and gave them a deadline of June 15th to get library books cataloged on the automated system. Superintendent Zito stated he has allowed some of the libraries to shut down so that the cataloging of library books can get done. Mr. Aberasturia stated we need to get Administrators to push to get these types of things done. He requested a follow up on the completion of this work by the Superintendent. It was noted the cataloging will be completed by the middle of June and the automated library system will be in full use for the fall.

Discussion and Possible Approval of Bid #1662-10 School Uniforms

MOTION

By Marcus Oladell, IV

Seconded by Tyrone Harris

To approve Bid #1662-10 School Uniforms and award to

CT Shirt Man Watertown, CT and forward to the full Board for its approval.
at the May 17th Regular Meeting.

Motion unanimously carried.

Mr. Mainuli stated the bid for uniforms was sent out immediately after the Board took action to approve the uniform policy for the middle school. He stated that Business Services received five responses from various companies. Mr. Quesnel stated he was very impressed with CT Shirt Man and further noted the service plan offered was of major importance. Parents and students will be able to purchase uniforms at the vendor's store in Hartford, order on-line or pick-up at the school during scheduled days. Superintendent Zito suggested having order forms placed at Central Registration for the convenience of families.

Mr. Mainuli stated he believes the vendor would be willing to negotiate district on prices if the Board's student uniform policy expands to the entire school district.

Discussion of Monthly Financial Forecast Reports for April 2010

(Paul Mainuli, Director of Business Services)

Mr. Mainuli reviewed with the Committee the Financial Forecast Report for April 2010.

He noted that all Smart Boards and band instruments approved by the Board for purchase were ordered and will be delivered to Tolland Street. The year end spending plan is in place. Desktop computers have not been ordered yet. A decision on the desktop computers will be made at the end of May. The Committee asked that if any dollars remaining at year end, we will purchase a vehicle(s) for Facilities. The vehicle bid for Facilities will be placed on the May 17th Regular Board meeting agenda, if funds are available.

Mr. Mainuli stated we will continue to close out Purchase Orders and process all year end payments. Bus bills and utilities will be paid by the first week of June. Mr. Mainuli stated that there is good news. The district received almost \$245,000 of reimbursement for voice and data communication through the Federal E-Rate Program.

OTHER BUSINESS

Regarding fixing the football field, Superintendent Zito noted Mr. Costa and other district staff is recommending that we not use the high school field for games this fall. This action will allow the improvements made to the field to take hold. Superintendent Zito stated we may be able to use the Cheney Tech field for home games and maybe be able to schedule a game at Rentschler Field. Superintendent Zito stated it is not "all or nothing" there may be other options to consider such as playing one home game at the high school. Mr. Aberasturia requested the following information: (1) what was the cost of fixing the football field; (2) what is the cost to transport students to away games; and (3) will the district receive concessions dollars for the games held at Cheney Tech. This item will be placed on the next agenda – Mr. Costa and Mr. Caruso will be invited to attend the meeting.

Mr. Aberasturia also asked has any thought been given to repairing the EHMS track.

MOTION By Marcus Oladell, IV
 Seconded by Tyron Harris
 To adjourn the meeting of the Finance & Audit Committee
 (7:10 P.M.)
 Motion unanimously carried.

Recorded by: Donna Fitzgerald