

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

**WEDNESDAY,
DECEMBER 2, 2009**

A meeting of the East Hartford Board of Education Finance & Audit Committee was held on Wednesday, December 2, 2009 at the Board of Education Administration Building, 1110 Main Street, East Hartford, CT. The meeting was called to order at 5:31 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
Bryan Hall, BOE Member

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

APPROVAL OF MINUTES

MOTION By Tyron Harris
Seconded by Ram Aberasturia
To approve the Minutes of October 7, 2009
Motion unanimously carried.

Public Participation - None

Discussion and Possible Approval of Contract Extension with Kelly Services

MOTION By Marcus Oladell, IV
Seconded by Tyron Harris
To approve contract extension with Kelly Services for one year and forward to the full Board for its approval.
Motion unanimously carried.

Mr. Mainuli noted to extend the contract for one year amounts to less than \$3,500/year.

Discussion of Monthly Financial Report for November 2009

(Paul Mainuli, Director of Business Services)

Mr. Mainuli noted we expect the Town to reduce our \$79 million appropriation to \$73 million as a result of the ARRA Stabilization Grant Funds being disbursed directly to public school districts

Of concern, are the following line items:

- #1121 – Non-Certified Admin. – (\$24,071.76) is for School/Business Partnership Coordinator position. Chairperson Ram Aberasturia requested a report as to how many dollars this program has brought into the district.
- #3101 – Labor Relations – Funds may need to be transferred into this account;
- Transportation accounts – we are over, due to the purchase of a wheelchair van and the addition of bus for the CREC Preschool – Grade 1 Program;
- #3103 – Consultants – this account is for the ROPES program run by the Town's Youth Services Department;

-#5301 – Telephones & Networks – the (\$256,543.74) shortfall in this account will be offset by E-rate money of approximately \$178,000; to cover the costs of voice and data telephone system;

- #5610 and #5630 – Tuitions for Out-of-District students - dollars will be offset by revenue expected from Woodland School.

-#6210, 6220, and 6240 - Utility accounts will balance out at year end. The Johnson Controls energy savings program and the Tri Gen at the high school helped contain and reduce utility costs. We will be using heating oil rather than natural gas to heat our buildings this year. The per gallon price for heating oil is \$1.68. Mr. Mainuli was asked by the committee to discuss with the Director of Facilities, Mr. Costa, having the dual boiler automatically switch over from natural gas to heating oil based on pricing

Chairperson Ram Aberasturia requested a report from each school showing how many free and reduced lunches are being served.

A question was asked if the cost of having Shipman & Goodwin prepare a draft lease for the Willowbrook Property could be passed onto by the town to the Buyer of the property. Mr. Mainuli agreed to discuss this request with the town's Finance Director.

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

It was the consensus of the Committee to allow IT Department to pursue the e-mail back-up system and visit Digital Back Office (DBO) in Milford to observe the off-site hosted exchange.

Chairperson Ram Aberasturia asked that we focus heavily on security. The offsite hosting will net a one time cost to EHPS of \$2,600.90. A 3-year contract would cost \$40,904. E-rate reimbursement will cover 69 percent of the cost for the back-up system. Mr. Collins noted he would like to move on this by the end of January; therefore, he will forward to the full Board a contract proposal at the Board's January 4, 2010 meeting.

OTHER BUSINESS

Mr. Mainuli noted that CBS Blooms has prepared a print management study that would allow them to totally manage all of our printers, resulting in savings in supplies, repairs and materials as well as freeing up staff time spent by IT personnel working on printers. We would be able to receive unlimited toner, all consumables, parts and on-site service. Response time for service is 4-6 hours. Total monthly billing would cost \$2,430.

It was the consensus of the Committee to have Mr. Mainuli bring back to the Committee a cost benefit analysis and then forward to the full Board if the Committee approves.

MOTION

By Marcus Oladell, IV

Seconded by Tyron Harris

To adjourn the meeting of the Finance & Audit Committee
(6:51 P.M.)

Motion unanimously carried.

Recorded by: Donna Fitzgerald