

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

**WEDNESDAY,
OCTOBER 12, 2011**

A meeting of the East Hartford Board of Education Finance & Audit Committee was held on Wednesday, October 12, 2011, at the Board of Education Administration Building, 1110 Main Street, East Hartford, CT. The meeting was called to order at 5:55 P.M. by Chairperson Jeffrey Currey

PRESENT Jeffrey Currey, Chairperson, Finance & Audit Committee
Marcus Oladell, IV, Committee Member
Tyron Harris, Committee Member

ALSO PRESENT Dr. Mark Zito, Superintendent of Schools
Paul Mainuli, Director of Finance
Joanne Zatarain, CPA
Donna Tyrrell, Accounting Manager

APPROVAL OF MINUTES

MOTION By Tyron Harris
Seconded by Jeffrey Currey
To approve the Minutes of September 14, 2011 meeting
Motion unanimously carried.

Public Participation – None

Discussion and Possible Approval of the MUNIS HR/Financial System

Mr. Mainuli discussed the proposed purchase of the MUNIS HF/Financial system. A demonstration of the MUNIS system was conducted last week for HR and Business Services staffs by representatives of the company. Mr. Mainuli noted the Town has had the MUNIS system in place for a long time. If the Board approves the purchase of this system, it will save the Town money through the sharing of technology services. We will have Town resources available to assist us in the implementation of this system. Our HR/financial data will be kept separately and we will have a back-up system for the data here at the Board.

The City of Hartford's Metro Hartford Technology Department is also available to support us with the implementation. Pending Board approval, we would begin the project in January 2012. The project schedule will run twelve to eighteen months for full implementation of the financial and HR software applications.

The first year cost to purchase the MUNIS system will be between \$110,000 and \$130,000. Business Services is currently negotiating with MUNIS representatives on pricing. The first year start up costs will be paid from Information Technology's equipment budget. Years two and three will be included in the IT operating budget.

There are many features that will save the Board time and money. Ms. Zatarain will prepare a cost savings analysis. We do know at this juncture, we would be saving on the cost of a server as well as \$30,000 for the Town in annual software maintenance fees.

The Finance and Audit Committee approved bring this project forward to the full Board once final pricing was negotiated by staff.

Discussion of Financial Forecast for October 2011

Mr. Mainuli noted we did have to add a fourth school bus for the Two Rivers Magnet School; however, CREC has agreed to share the cost with the district. The following are concerns:

Expenses

- Special Ed costs (accounts#5610 and 5630);
- Magnet Schools – tuition costs;
- Possible concerns for winter storms costs.

Revenue

- Woodland expected to be \$4.5 million;
- E-Rate- \$155,000 so far;
- Medicaid – expected \$250,000-\$300,000.

Regarding Teacher Retirement, we have a possible 15 expected to retire at this point under the VERIP program. Eligible teachers and administrators have until October 31st to notify HR of their intent to retire under this program.

OTHER BUSINESS

Coupon Give Away – we have already spent \$9,238.60 for clothing assistance to families for uniforms; we also spent \$3,800 in donated expenses. Superintendent Zito stated he would like to offer some level of coupons to parents for winter clothing. Assistance would come from the operating budget. It was the consensus of the Committee to propose to the full Board that \$8 coupons be made available, to those families that qualify, toward the purchase of winter apparel; i.e., fleece or long sleeve jerseys, etc.

Cafeteria Equipment and Info: – update: equipment has been purchased though a grant. Also, we have been designated for a state audit of our food service operations. The state audit is scheduled to begin this winter. Mr. Mainuli also stated that the Federal Government is approving new legislation for school cafeteria programs. The legislation will require healthy food choices for all students. Districts participating in the program may receive an additional 0.6 cents for each meal served meeting the new nutritional requirements. He went on to add that this federal program could increase meal prices for students and families. Mr. Mainuli will work with Sodexo to determine what, if any, impact this federal legislation will have on our meal prices. This program is scheduled to begin in September 2012.

Governance Councils – Superintendent Zito stated each Council can decide if they wish to dissolve their PTO's. All councils are in place.

Johnson Controls – update: Mr. Mainuli noted utility rebates for Phase II of the Johnson Controls project will be sent this fiscal year.

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