

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

**WEDNESDAY,
FEBRUARY 4, 2009**

A meeting of the East Hartford Board of Education Finance & Audit Committee was held on Wednesday, February 4, 2009 at the Board of Education Administration Building, 1110 Main Street, East Hartford, CT. The meeting was called to order at 5:30 P.M. by Chairman Ram Aberasturia.

PRESENT Ram Aberasturia, Chairman
Robert Damaschi, Committee Member and BOE Member
Karen Howe, Committee Member and BOE Member

ALSO PRESENT Mary Alice Dwyer Hughes, Chairperson, BOE
Paul Mainuli, Director of Business Services
Stan Staron, Purchasing Agent
George Simons, Coordinator of Transportation
Anita Morrison, BOE Member

Approval of Minutes

MOTION By Robert Damaschi
Seconded by Ram Aberasturia
To approve the Minutes of December 3, 2008
Motion unanimously carried.

Public Participation – None

Discussion of Second Quarter Financial Forecast (as of January 20, 2009)
(Paul Mainuli, Director of Business Services)

Mr. Mainuli reviewed the Second Quarter Report and noted it will be reviewed regularly, During discussion, the following items were noted, as of January 20, 2009:

- We may have \$450,000 remaining in Certified Staff account, Non-Certified Admin., Para General and Para Media;
- Re: Non Cert OT & Extra – Mr. Mainuli noted the Secretaries contract may not be settled by 6/30/09; therefore, it will cost us more when it is settled for retroactive payments;
- We will need to adjust the SS/Med account for the final payroll of June 2009;
- Repairs & Mtne. - Copier usage is very high;
- Postage & Communication – may have year end savings with the centralization of all district-wide postage brought to the administration office for a bulk mailing rate;
- Textbooks account – the “Benchmark” program will be paid for out of a grant;
- Equipment Other – consider full payment for the lease purchase finance of technology equipment in current year to avoid four year least payments.

Mr. Mainuli further noted expected revenue from the following accounts:

- E-Rate	\$100,000
- Spec. Ed Tuition	\$2 million
- Medicaid Revenues	\$300,000

Mr. Mainuli stated we would like to do as much this year as we possibly can.

Mr. Mainuli noted new spending may include a generator for the computer server room in the Admin. Building and improvements to the PBX phone systems.

Mr. Aberasturia suggested we should have a way to save dollars on paper and copier equipment. Mr. Mainuli noted we will look at E-School and our Web site.

Mr. Damaschi asked how many PC's were purchased for Pitkin School. He will get that information to the Committee.

Discussion of June 2008 Independent Audit for State and Federal Grants

Mr. Mainuli announced good news – he stated the Auditors of Blum & Shapiro noted we were not cited for any inaccuracies in any of our financial management of the state and federal grants. The management letter from the auditors for June 2008 will be forwarded to all members of the Committee.

Discussion and Possible Approval Bid #1622-09 Student Transportation

MOTION By Robert Damaschi
Seconded by Karen Howe
To approve contract/RFP 1622-09 Regular Student Transportation for student transportation with First Student for three years with renewal options and forward to the full Board for its approval.
Motion unanimously carried.

Mr. Mainuli noted First Student held their prices from their previous bid and were much lower than others. He also noted we continue to have a good relationship with them.

Discussion and Possible Approval Bid #1623-09 Out-of-District Student Transportation

MOTION By Robert Damaschi
Seconded by Karen Howe
To approve contract/RFP #1623-09 Out of Town Student Transportation for student transportation with ACCESS Transportation for three years with renewal options and forward to the full Board for its approval.
Motion unanimously carried.

Mr. Mainuli noted ACCESS Transportation held their prices very closely to their previous bid. We continue to have a good relationship with them.

OTHER BUSINESS

- Discussion took place regarding SAA accounts. Mr. Mainuli noted all SAA accounts are handled by his office and safeguards are in place to monitor these accounts. He further noted funds must be used to benefit students. Chairperson Mary Alice Dwyer Hughes asked if there was a timeframe by which the senior class monies must be spent. Mr. Mainuli noted approximately five years.

MOTION

By Robert Damaschi

Seconded by Karen Howe

To adjourn the meeting of the Finance & Audit Committee
(6:33 P.M.)

Motion unanimously carried.

Recorded by: Donna Fitzgerald