

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

**WEDNESDAY,
MARCH 4, 2009**

A meeting of the East Hartford Board of Education Finance & Audit Committee was held on Wednesday, March 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
Anita Morrison, BOE Member
Marcus Oladell, IV, BOE Member

ALSO PRESENT Paul Mainuli, Director of Business Services
Stan Staron, Purchasing Agent

Approval of Minutes

MOTION By Robert Damaschi
Seconded by Karen Howe
To approve the Minutes of February 4, 2009
Motion unanimously carried.

Public Participation – None

Discussion of Monthly Financial Report for February
(Paul Mainuli, Director of Business Services)

Mr. Mainuli reviewed the financial report for February and stated we are in good shape at this time. Some costs will be incurred between now and June. Insurance accounts look good. Social Security/Medicaid will increase. We will be transferring dollars at year end to cover any shortfalls. Regarding staff retirements, our plan is to cut checks by June 30, 2009.

Regarding account 3230 – Pupil Services – The State Department of Education has indicated that we may have to pay tuitions for students attending the Hartford Board of Education's Classical Magnet School – approximately \$42,000. Regarding Kelly Services, we have begun charging grant funds for sub services for teachers who are absent and paid from grant funds. Nursing Services – we will continue to monitor expenses for nursing services in support of special education students.

Regarding Facilities – we are reviewing all P.O.'s with the Facilities staff to begin the financial close out process for FY 2008-09.

Regarding Postage account – we will have dollars left over as postage operations will be centralized through the administration office. Regarding Utilities – natural gas account will be over as a result of our switch over to natural gas this fiscal year – heating oil costs were avoided resulting in significant savings from the switch over.

Regarding Equipment Other – lease purchase finance – our plan is to pay these costs in the current budget year and avoid having to make lease purchase payments over the next four years.

Mr. Mainuli further noted expected revenue collections listed on the February Financial Report to increase by the following amounts:

- E-Rate	\$30,000
- Spec. Ed Tuition	\$2 million
- Medicaid Revenues	\$130,000

Mr. Mainuli noted if there are grant dollars that we can use, we will. He further noted at the next meeting we will see a more accurate total.

We want to leave an \$800,000 balance at fiscal year end to send to the Town for health insurance costs in FY 2009-10. This transfer to the town will also help close the FY 2009-10 budget gap.

Discussion and Possible Approval Bid #1624-09 Digital Copiers

Mr. Mainuli and Mr. Staron stated they cannot make any recommendation this evening. We would like to look further into all bids that have been submitted. We need time for bid review committee, which includes IT staff, to review and make their final recommendations. We will be conducting interviews and on-site visits as necessary. We expect to have a final recommendation for the next meeting.

OTHER BUSINESS

1. **Postage** – Mr. Mainuli noted all mail will come through the Central Office very soon, beginning with four schools; high school, middle school, CIBA and Willowbrook. This will allow the district to save money by using a postage rate of 39.6 cents rather than 44.0 cents as of May 11, 2009. All details of this proposal (i.e., regarding each school using bins for pick up by our Mail Department) will be in place in the near future. Carrington Company, who works with Corporate Mailing Services, LLC, will be the provider for this service. All employees of Corporate Mailing Services are bonded and their site is secure. Mr. Mainuli stated this option will also be offered to the Town. Also noted is the mail rate will increase to 44 cents per ounce, effective May 11, 2009.
2. **Lunch Prices** – Mr. Mainuli presented a comparison sheet showing what other districts pay for lunch prices. He also noted that we will not have enough sales revenues to cover the cost of our lunch program next year. He expects an increase of at least .25 cents for each meal serving, excluding milk, will be required for 2009-10. A recommendation will be brought back to this committee for our next meeting.
3. **Shredding Service** – Mr. Mainuli and Mr. Staron discussed the option of contracting with a shredding service, approved by the State of CT's bid and contracting service. The vendor is Shred-It Connecticut. They will perform on-site shredding at an estimated cost of \$18 per 300lbs. capacity barrel. This proposal will save the district the on-going cost of repair and replacement of shredding equipment. The other contractor, Infoshred, LLC, also a State of CT contracting service, offers only off-site shredding services. Mr. Staron will contact both vendors to determine final pricing and service requirements.

MOTION

By Karen Howe

Seconded by Robert Damaschi

To adjourn the meeting of the Finance & Audit Committee
(6:30 P.M.)

Motion unanimously carried.

Recorded by: Donna Fitzgerald