

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

**WEDNESDAY,
MAY 6, 2009**

A meeting of the East Hartford Board of Education Finance & Audit Committee was held on Wednesday, May 6, 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
Dorese Roberts, BOE Member

ALSO PRESENT Mark Zito, Superintendent of Schools
Paul Mainuli, Director of Business Services
Joanne Zatarain, CPA, Business Services
Ken Sayers, IT Department
Dan Price, A&A Office Systems
Glen Ellis, A&A Office Systems
Paul Rolla, CBS
Steve Velarde, CBS
Marci Nogueira, Sodexo
Jolyn Harss, Sodexo

Approval of Minutes

MOTION By Robert Damaschi
Seconded by Ram Aberasturia
To approve the Minutes of April 1, 2009
Motion unanimously carried.

Approval of Minutes

MOTION By Robert Damaschi
Seconded by Karen Howe
To approve the Minutes of April 14, 2009
Motion unanimously carried.

Public Participation – None

Discussion and Possible Approval of Bid #1624-09 Digital Copiers

MOTION By Robert Damaschi
Seconded by Karen Howe
To award bid #1624-09 to CBS and forward to the full Board for its approval.
Motion unanimously carried.

Mr. Price, A&A Office Systems, Inc. disseminated a letter to those present, thanking the Committee and asking for reconsideration of their recommendation. A copy of the letter will be forwarded to all Board members.

Discussion and Possible Approval of School Meal Price Increase

Mr. Mainuli noted the possible approval of proposed increases is to keep the program self-funded. We will see a shortfall of as much as \$100,000 without an increase in meal prices. Two options are being offered this evening: (1) 25 cent increase and, (2) 50 cent increase. Without Board approval of price increase, we will be short next year and we would have to pay approximately \$100,000. We are recommending Option (1), a 25 cent increase. There will also be an increase in ala carte offerings. Sunset Ridge would have a 50 cent increase due to the variety of meal options offered over those at the elementary schools. Ms. Zatarain noted with a 25 cent increase, we would have a net profit of \$208,412 for next year. The funds are used to improve our cafeterias and replace old equipment.

Ms. Nogueira noted they would like to offer 100% juice, Snapple and bottled water at a cost of \$1.00 to students and \$1.15 to adults.

MOTION

By Robert Damaschi

Seconded by Karen Howe

To approve a \$.25 increase in meal prices, and approve of offering 100% juice, Snapple and bottled water at a cost of \$1.00 to students and \$1.15 to adults – and forward to the full Board for its approval.

Motion unanimously carried.

Ms. Zatarain noted Ms. Nogueira will be submitting a prioritized list of capital needs in the district, totaling approximately \$138,000. Mr. Mainuli noted each year we return \$40-\$50,000 to be put into cafeteria equipment. We are now looking at a shortfall of \$15,000. Mr. Damaschi asked how much have we spent in the past for new or refurbished equipment. Ms. Zatarain stated between \$5,000-\$50,000.

Mr. Aberasturia asked what do we do with the old equipment. Mr. Mainuli stated we own it but would have to review the town's ordinance on disposal of equipment before any decision could be made to sell any items.

The Board enjoyed the "fizzy fruit" provided by Sodexo.

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

Mr. Mainuli reviewed in detail the financial report for April noting we continue to close out purchase orders on a daily basis. We are where we expected to be at this time, due to hiring freeze, payout of retirements and revenues received from Woodland. We are in good shape. The anticipated receipt of stimulus dollars would allow us to help close the budget gap for FY 2009-10.

Mr. Mainuli noted we will have all staff retirements paid out by June 30, 2009. We will also be paying all utilities, bus invoices, fuel oil in June.

Superintendent Zito noted throughout the spring and summer, we will not be hiring automatically. We will look at hiring very carefully and – may decide not to fill positions.

Mr. Mainuli noted he spoke with Mike Walsh regarding extending participation with Trans Canada Energy for an additional three years. The Town has approved the contract at a rate of 9.575 cents/kwh for electricity. Also noted, we will be paying off our lease/purchase for technology in the current fiscal year.

Mr. Mainuli will continue to keep the Superintendent and Board apprised of the budget situation.

OTHER BUSINESS

Cost Proposal 1625-09 – Instrument Bids

Mr. Mainuli noted bids have been reviewed for band instruments for Mr. Kopcha. Mr. Mainuli recommends that once funding can be identified, we purchase musical instruments from three vendors to allow us to choose the best pricing available.

Mr. Mainuli noted that he has contacted with Mike Walsh to see what the cost would be to lease purchase finance the band instruments through Chase Bank. The following may also be considered: (1) use funds from stimulus dollars; (2) have our Grants Coordinator seek out grants; (3) contact Savings Bank of Manchester and other companies for possible donations.

Mr. Mainuli would like to bring this to the full Board and ask for approval of three vendors. Mr. Mainuli will update the Finance & Audit Committee on progress.

Mr. Damaschi requested an inventory of what we currently have for musical instruments.

Also, the Committee thanked Mr. Rolla for his professionalism.

MOTION

By Robert Damaschi
Seconded by Karen Howe
To adjourn the meeting of the Finance & Audit Committee
(6:58 P.M.)
Motion unanimously carried.

Recorded by: Donna Fitzgerald