

**BFCCPS Finance Committee  
Meeting Minutes  
04/06/2011**

Attendees: Nav Chander, Jerry Cimmino, Lori Clements, John Cofran, Anna dos Santos, Pat Fairbanks, Rich Frongillo, Suzanne Graham, Dr. Kevin O'Malley, Joe Perna, Heather Zolnowski

*8:05am meeting began*

The group approved the minutes of the 3/2/11 and 3/16/11 meetings.

**February, 2011, Financial Statements were reviewed:**

- Question on accrued payroll was raised; will be corrected in next month's report.
- Bank is still incorrectly charging an overdraft fee before the line of credit is deposited into the school account; meeting has been scheduled to resolve this problem.
- Revenue from student fees appears much higher than expenses; identified and discussed several reasons for this, including stipends that are paid out of payroll and drama expenses that are not yet recorded; extra hot lunch revenue not explained.
- Forecast for building expenses looks high, but vacation and summer cleaning costs will be higher than monthly forecasts.
- Under utilities, gas expenses will be much higher than budgeted; the furnace that was fixed now provides heat when needed and has used more gas.
- Investment income will probably be about \$1,500/mo vs. \$2,000/mo currently forecasted.

**Revised Technology Plan was reviewed:**

The five questions raised at the 3/16/11 meeting were addressed:

- Should we install Unix vs. Windows 7 as the operating system? *Conclusion was no; Windows 7 would be used. The report went further to say that MS Office would be installed on all the new machines instead of Open Office.*
- Should we lease this equipment – would it be cheaper? Require less expertise to maintain? – *Leasing would increase the overall costs of the hardware.*
- Should we consider switching to Macs? *No, the cost is prohibitive.*
- Does Comcast have any business services that would be useful? *No. There solution for wireless access would require a device for every machine (potential maintenance and inventory headache) and a monthly data plan that would cost more than the Aerohive solution.*
- Can the Wi-Fi implementation be done more cheaply? The cost appears high. *Possibly. Another vendor was brought in to give another quote.*

A concern was raised about the process used to make these technology decisions after seeing a switch from Open Office to MS Office and desktops for the classroom being replaced by laptops for the classrooms, just 3 weeks later. Have we gathered all the

information needed to make the best selections? Do we need more technology consulting expertise to understand the options in more detail?

Another concern was raised about the cost of the laptops and a belief they could be lower. It was said that there was a feeling of rushing to implement the plan when there were still some issues with the details. It was pointed out that there was no plan on how to refresh/replace PCs in the future to avoid these large purchases.

In FY12, technology upgrades would likely be centered on the upstairs computer lab. Old classroom PCs would need replacing or upgrading in the near future as well. A more comprehensive technology plan that looked further into the future is needed.

A motion was made and seconded to recommend to the Board of Trustees that they approve the addition of \$39,000 to the Technology Upgrade line item to implement this plan as presented.

In favor: Lori, Jerry, Dr. O'Malley

Against: Rich, Anna, John.

The motion did not pass. There was further discussion about what needed to be done next. Several people in the meeting needed to leave for another critical meeting, so the group adjourned.

*10:00am meeting adjourned*