

**BFCCPS Finance Committee  
Second Budget Prep Meeting Minutes  
04/27/2011**

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

*8:15am meeting began*

**Review of Auditor RFP Responses**

- Received proposals from 4 firms
- AAF has the largest number of charter school clients and the most experience
- AAF had the lowest overall price
- One firm had no experience with charter schools at all
- AAF's performance during its current contract has been very satisfactory
- Group agreed that Jerry should recommend to the Board to award another 3 year contract to AAF
- Jerry will write up an overview of the 4 proposals and recommendation for the Board packet.

**Review of Technology Plan**

- WiFi upgrade – got a quote from ACS that covered 7 access points but did not include wiring costs; it was lower than the Aerohive solution which included 11 access points and an access point manager (unnecessary for us?). Need to get a cost estimate for the wiring in order to better compare the 2 proposals. Will wait until after July 1 to make final decision. FY11 funding will be carried over into FY12 as “reserves”; reserve \$9,000 for WiFi in FY12.
- Laptops – Since the number of laptops significantly increased in the revised Technology Plan, the quote needs to be redone. Ask at least 3 vendors for pricing for 52 laptops, with 15” screens, and complete care coverage/accidental coverage. Also ask for cost of bundling MS Office on the machines.

**FY12 Draft Budget**

- Update lease amount to \$225,000
- Reduce General Maintenance by \$1,000
- Reduce Pizza Expense to estimated cost of pizzas
- Increase Field Trip Expense to reflect full estimated costs
- Update Depreciation in light of technology purchases
- Move “Technology-Classroom” back up to Operations section
- Add a line near end for Reserves to be used for technology purchases
- Budget ready to be presented to Board on 5/12/11.

*9:40am meeting adjourned*