



M e m o r a n d u m

TO: David Fleishman, Superintendent
School Committee

FROM: Liam Hurley, Assistant Superintendent/Chief Financial and Administrative Officer

DATE: February 11, 2019

RE: E-Rate Funds for School Technology Spending

A request from the School Committee to the Mayor is needed to docket with City Council the approval to appropriate the E-Rate funds collected through February 2019 to the School Department.

Attached is a detailed request from Steven Rattendi, Interim Director of Information Technology and Library Services, for district technology purchases to be made using the funds received from E-Rate (Universal Service Discount) reimbursements. The new funds will be used for the conversion of the phone system at Williams Elementary School to VOIP (Voice Over Internet Protocol). The FY18 funds collected total \$41,869.50. Per agreement with the City Council, the School Committee must request appropriation of these funds for the purpose of purchasing technology items. I have enclosed the April 29, 1998, memo with this provision and agreement. Since FY99, \$1,743,378.50 has been received. This request for updating the phone system at Williams Elementary School has been prepared by Steven Rattendi in keeping with the current technology plan for Newton. Please see the table on the next page for a listing of all E-rate funds received and appropriated from FY99 to the present.

In order to access these funds, the School Committee must vote to request them from the City Council. After such vote, the School Committee must send a letter to the Mayor and City Council requesting that this item be placed on the docket.

Attachments

cc: Susan Dzikowski, Comptroller
Maureen Lemieux, Chief Financial Officer
Mary Eich, Assistant Superintendent for Teaching & Learning
Steven Rattendi, Interim Director of Information Technology and Library Services

E-Rate Funds Received**E-Rate Funds Appropriated**

FY99	\$78,397	\$0
FY00	\$78,505	\$0
FY01	\$65,220	\$193,646
FY02	\$73,470	\$63,112
FY03	\$31,923	\$69,338
FY04	\$74,242	\$45,745
FY05	\$0	\$29,916
FY06	\$51,467	\$0
FY07	\$72,639	\$124,106
FY08	\$18,020	\$0
FY09	\$191,190	\$0
FY10	\$130,841	\$201,497
FY11	\$96,678	\$235,232
FY12	\$212,666	\$212,666
FY13	\$119,426	\$119,426
FY14	\$119,259	\$119,259
FY15	\$112,977	\$112,977
FY16	\$116,913	\$116,913
FY17	\$57,676	\$57,676
FY18	\$41,869.50	\$0
FY19	\$0	\$41,869.50 (requested)
Total	\$1,743,378.50	\$1,743,378.50



Steven Rattendi, Interim Director
Information Technology & Library Services
100 Walnut Street, Newtonville, MA 02460-1398
Phone: 617-559-6190

To: Dr. David A. Fleishman
Superintendent of Schools

From: Steven Rattendi

Date: December 17, 2018

Subject: E-Rate funds request to upgrade phone system

The purpose of this memo is to request \$41,869.50 in E-Rate funds residing in a city reimbursement account. The money will primarily be used to fund the conversion of the phone systems at Williams Elementary School to VOIP (Voice Over Internet Protocol). William's phone system is old and is in need of replacing. This upgrade will provide a reliable system to address current safety concerns as well as better facilitate communications between the school and community. The amount requested will allow for the purchase and installation of needed switches, phones, and cabling to both offices and classrooms.

This project is part of our continuing work to upgrade phone systems throughout the Newton Public School System and is part of the larger effort of converting all city systems to VOIP.

Any additional funds remaining after the Williams conversion will be used to purchase additional data storage for our network servers. These servers are quickly running low on storage.

Please let me know if I can provide further information.

Sincerely,

Steven Rattendi

cc: Mary Eich

COMPTROLLER'S OFFICE

1000 Commonwealth Avenue
Newton, Massachusetts 02159
(617) 552-7088

April 29, 1998

TO: Janet Goldrick, Acting Superintendent of Schools

FROM: David Wilkinson, Comptroller 

SUBJECT: Federal E-rate Reimbursements

Thank you for inviting me to the E-rate meeting at the Education Center yesterday afternoon. The purpose of this communication is to confirm my understanding of the financial accounting and reporting issues of this program.

Vendor Payment:

It is my understanding that the School Department will pay vendors the full cost of purchases potentially eligible for reimbursement under the E-rate program. The vendor will make application for reimbursement from the *Schools and Libraries Corporation* and will pass this refund on to the School Department. As I understand it the School Department will enter into a written agreement with each vendor to insure that any and all rebates that are granted will be passed along to the School Department in full. This agreement will be reviewed by the City Solicitor's Office to make certain that it is legally binding upon the vendor.

In order to avoid losing track of rebates that are owed to the City, I would recommend that employees of the School Department provide the Comptroller's Office with written notification of the dollar amount of each expected rebate, by vendor, at the point that it becomes known that a rebate is owed to the School Department. We will use this information to record an account receivable on the City's books, which can be monitored until such time as the rebate is actually received.

E-rate Cash Receipts:

All rebated cash receipts are City of Newton revenues, and can not be spent without an appropriation by the Mayor and Board of Aldermen. All rebate checks must be forwarded to the City Treasurer's Office, along with a standard cash receipt schedule, within one week of receipt. All E-rate cash receipts should be coded to Receipts Reserved for Appropriation account 14K301-4890.

The new receipts reserved for appropriation account will be used exclusively to account for E-rate reimbursements. As E-rate reimbursements are received, they will be deposited in this account, which will serve as a source for future technology appropriations. The appropriations can be requested of the Mayor and Board as frequently as you wish.

Funds appropriated from the E-rate Receipts Reserved for Appropriation account will be accounted for in the School Technology special appropriation section of the City's general ledger. This will insure that the funds are only used for school technology purposes. The specific expense budget account numbers will be provided to you within the text of the board order, which is used to appropriate the funds.

Please give me a call if you have any questions about these procedures.

Cc: Steve Cirillo
Don Jensen
Powers & Sullivan, CPA