



HAMDEN BOARD OF EDUCATION
FINANCE COMMITTEE Meeting
April 10, 2018
MINUTES

Finance Committee: Myron W. Hul, Chair, Lynn Campo
Board Member: Chris Daur, Melinda Saller (6:25 pm) Gail Mitchell (6:45 pm) Vic Mitchell (6:45 pm)

Administrators: Jody Goeler, Mark Albanese, Mike Belden, Karen Kaplan, Kim Pearce

Myron Hul, Finance Chair called the meeting to order at 6:02 pm.

Public Comments

No Public Comments

Information Items

1. Status of FY 2016-17 Board of Education audit
2. FY 2017-2018 as of March 31, 2018
3. Special Education Public & Non-Public Expenditures (Excess Cost) as of March 31, 2018
4. Review of purchase orders over \$2,000
5. FY 2018-19 Budget
6. Purchase Regulation

Action Items

1. Approval of Purchase order(s) \$50,000 - \$99,999 (see attached).

Campo
Seconded by: Hul
Unanimous

2. Approval of budget transfer(s) (see attached)

Hul
Seconded by: Campo
Unanimous

3. Move to adjourn at 7:19 pm

Lynn Campo
Seconded by: Hul
Unanimous

Respectfully Submitted,
Michael Belden, Chief Operations Officer

March 2018 PO's
\$50,000 - \$99,999

4/4/2018
2:52 PM

Item #	Funding Source	PO #	Vendor	PO Date	PO Amount	Procurement Method	Description
1	LEA	1801875	Soliant Health	03/01/2018	\$ 57,288.00	PPS Psychologist Placement Service	Estimated Encumbrance for a school psychologist substitute for HHS through the end of the school year. School Pyschologist retired in December - permanent replacement process underway.



Hamden Public Schools

60 Putnam Avenue
 Hamden, Connecticut 06517
 Phone (203) 407-2000 Fax (203) 407-2001

Purchase Order

Fiscal Year 2018

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKAGES AND SHIPPING PAPERS.

Purchase Order # **01801875-00**

Delivery must be made within
 doors of specified destination.

Vendor

SOLIANT HEALTH
 10151 DEERWOOD PARK BOULEVARD
 BUILDING 200, SUITE 400
 JACKSONVILLE, FL 32256

Ship To

SPECIAL EDUCATION DEPT.
HAMDEN PUBLIC SCHOOLS
 60 PUTNAM AVENUE
 HAMDEN, CT 06517

Material Safety Data Sheets (MSDS) to be included

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				01802062		KPearce/jml	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
03/01/18	010613				PUPIL PERSONNEL SERVICES		
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price		
001	ORIGINAL		1.00	57288.00000	57,288.00		
	ENCUMBRANCE Sch Psych HHS through end of year (estimate)		EACH				
	10615103-115				57,288.00		
					PO Total 57,288.00		
	All invoices must reflect purchase order numbers.						

* Important: Read terms and conditions provided as part of this purchase order

When complete shipment is made, mail your invoice itemizing all charges to:

Accts. Payable Department., Hamden Public Schools, 60 Putnam Avenue, Hamden, Connecticut 06518

Purchasing Copy

Carl Melillo
 Director of Finance and Operations



INTEROFFICE MEMORANDUM

Memorandum to: Myron W. Hul, Finance Chair
 From: Michael W. Belden,
 Chief Operating Officer
 Date: April 10, 2018
 RE: Budget Reduction Plan – Budget Transfers 2017-2018

The following transfer request(s) are being recommended by the Finance Department.

1. See Attached Budget Reduction Plan Spreadsheet

From:	Teachers Salaries (Psychologist) (114)	\$40,000
	Directors (PPT Coordinator) (112)	\$70,000
	Security Guard (140)	\$25,000
	Teachers - Math Specialist (114)	\$70,000
	Tutors (116)	\$30,000
	Teachers – Art (114)	\$27,000
	Tutors (Stop Earlier date) (116)	\$50,000
	Teacher (Latin) (114)	\$45,000
	Sub Total	\$357,000
From:	Textbooks (641)	\$175,000
	Immediate Spending Freeze –	
	Instruct Supplies (611)	\$50,000
	Printing (550)	\$30,000
	Additional Textbooks/Supplies (641/611)	\$20,000
	Instruct Equip. (734)	\$17,000
	Prof. Dev. (320)	\$25,000
	Sub Total	\$317,000

Continued on Next page



April 10 – page 2 – budget reduction plan transfers

From:	Furloughs		
	Teachers	(114)	\$445,000
	Administrators	(112/113)	\$35,000
	Non Union	(111)	\$11,000
	Nurses	(119)	\$11,000
	Supervisors	(111/122)	\$5,000
	Custodians	(124/125)	\$23,000
	Security Guards	(140)	\$4,000
	Sub Total		\$534,000
	Reduction of 3 Clerical positions	(122)	\$66,000
	Sub Total		\$600,000
	Total LEA		\$1,274,000
	From: Alliance – Student Support		\$35,000
	School Choice		\$50,000
	Grand Total – Budget Reductions		\$1,359,000

To: Tuition – Non Public Schools -(563) \$1,274,000

See the detailed spreadsheet for additional information.

Cc: Jody Goeler, Superintendent of Schools

BUDGET REDUCTION PLAN - Jan 3, 2018								
PERSONNEL REDUCTIONS								
Object Code	description	Department	G/L Account	amount	cumulative Amount	Full Time Employees	Part Time Employees	further description
114	vacant school psychologist position	psychology	1-002-341-1-114	\$ 40,000.00	\$ 40,000.00	1.0		
112	ppt coordinator - hms	sped	1-070-201-0-112	\$ 70,000.00	\$ 110,000.00	1.0		
140	vacant security position	security guards	1-061-570-3-140	\$ 25,000.00	\$ 135,000.00	1.0		
114	vacant math specialist position - hhs	math	ALLIANCE teachers 6-074-510-0-114	\$ 70,000.00	\$ 205,000.00	1.0		
Alliance	eliminate all student support pt.	student support	ALLIANCE - 1-000-633-0-1150	\$ 35,000.00	\$ 240,000.00			
title 1 & 116	title 1 - tutors	Title 1 - Tutors	Title 1 - 1-000-861-0-1150	\$ 30,000.00	\$ 270,000.00			
114	art teacher - hms - savings includes cost of sub pay	ART	1-052-142-2-114	\$ 27,000.00	\$ 297,000.00	1.0		
grant funds and 116	tutor stoppage on may 11	All Tutors - districtwide	Various - LEA / Title 1 & Alliance - 1-xxx-510-1-116; 1-000-861-0-1150	\$ 50,000.00	\$ 347,000.00			
114	latin teacher - hhs	World Language	1-061-106-3-114	\$ 45,000.00	\$ 392,000.00	1.0		
Total Reductions				\$ 392,000.00	\$ 392,000.00	6.0		
NON-PERSONNEL REDUCTIONS								
Object Code	description	Department	G/L Account	amount	cumulative Amount			further description
641 & Alliance	Textbooks	districtwide - all departments	all textbook accounts	\$ 175,000.00	\$ 175,000.00			Alliance & LEA
various	Immediate Spending Freeze	various departments	various accounts	\$ 100,000.00	\$ 275,000.00			District wide savings to multiple object codes
Title 1	School Choice	no students	Title 1 - 1-000-861-0-1150	\$ 50,000.00	\$ 325,000.00			No School Choice Students
Alliance 734	Instructional Equipment	Technology	Alliance - 6-074-636-0-734	\$ 17,000.00	\$ 342,000.00			
Title 1	Title 1 - Reallocation of Teachers College Expenses	Reallocate funding - 5 title 1 schools for Teachers College - prof. dev.	Title 1 - Prof Dev - # 320	\$ 25,000.00	\$ 367,000.00			
Sub-Total Non Personnel Reductions				\$ 367,000.00	\$ 367,000.00			
Furlough Days				\$ 600,000.00	\$			2 Furlough Days - All Employees - Union & Non-Union
Total Budget Reductions				\$ 1,459,000.00	\$			
* additional documentation attached								



INTEROFFICE MEMORANDUM

Memorandum to: Myron W. Hul, Finance Chair
From: Michael W. Belden,
Chief Operating Officer
Date: April 10 2018
RE: Transfer Requests for Fiscal Year 2017-2018

The following transfer request(s) are being recommended by the Finance Department.

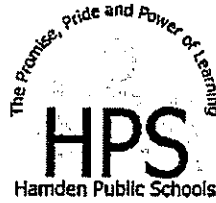
# 1.	From: Tuition – Non - Public Schools	(563)	\$175,000
	To: Repair and Maintenance – Buildings –	(432)	\$175,000

This object code (# 432 Repair and equip) represents the expenses associated with the repairs and maint to buildings.

The Fy 17-18 budget is \$191,760 less than last year and we have had increased expenditures to the buildings. FY 2016-2017 budget was approved at \$473,051 vs FY 2017-2018 at \$281,291.

Cc: Jody Goeler, Superintendent of Schools

432 - repairs and maint.											
		as of 3-31-17				as of 3-31-18				as of 3-31-18	as of 3-31-18
GL Acct	Descr.	FY 16/17 Budget	FY 16/17 Actual Expenses	FY 16/17 Actual Encumbr.	Total - FY 16/17 Exp. & Encumb.	FY 17/18 Budget	FY 17/18 Actual Expenses	FY 17/18 Actual Encumbr.	Total - FY 17/18 Exp. & Encumb.	\$\$ Expenditure Variance FY 17/18 vs. 16/17	Budget Variance FY 17/18 vs. 16/17
1-xxx-570-x-432	shep gl.	\$ 20,877.00	\$ 8,644.19	\$ 6,153.79	\$ 14,797.98	\$ 15,000.00	\$ 8,482.30	\$ 967.58	\$ 9,449.88	\$ (5,348.10)	\$ (5,877.00)
	church	\$ 18,517.00	\$ 12,217.89	\$ 1,579.91	\$ 13,797.80	\$ 15,000.00	\$ 15,424.93	\$ 57.62	\$ 15,482.55	\$ 1,684.75	\$ (3,517.00)
	dunbar	\$ 15,000.00	\$ 8,791.65	\$ 5,286.68	\$ 14,078.33	\$ 15,000.00	\$ 14,926.44	\$ 284.47	\$ 15,210.91	\$ 1,132.58	\$ -
	helen	\$ 15,000.00	\$ 5,940.89	\$ 4,817.32	\$ 10,758.21	\$ 15,000.00	\$ 12,266.27	\$ 1,311.08	\$ 13,577.35	\$ 2,819.14	\$ -
	alice peck	\$ 15,000.00	\$ 6,199.33	\$ 4,291.89	\$ 10,491.22	\$ 15,000.00	\$ 14,439.96	\$ 1,512.66	\$ 15,952.62	\$ 5,461.40	\$ -
	spr. Gl.	\$ 15,000.00	\$ 10,726.89	\$ 4,492.48	\$ 15,219.37	\$ 15,000.00	\$ 11,299.13	\$ 3,718.69	\$ 15,017.82	\$ (201.55)	\$ -
	ridge hill	\$ 31,673.00	\$ 10,316.73	\$ 11,441.83	\$ 21,758.56	\$ 15,000.00	\$ 31,323.66	\$ 956.00	\$ 32,279.66	\$ 10,521.10	\$ (16,673.00)
	bp	\$ 15,000.00	\$ 12,361.29	\$ 2,369.64	\$ 14,730.93	\$ 15,000.00	\$ 10,172.58	\$ 3,644.17	\$ 13,816.75	\$ (914.18)	\$ -
	ww	\$ 15,000.00	\$ 7,872.25	\$ 2,454.13	\$ 10,326.38	\$ 15,000.00	\$ 11,738.61	\$ 1,086.28	\$ 12,824.89	\$ 2,498.51	\$ -
	hms	\$ 17,580.00	\$ 13,604.32	\$ 2,164.91	\$ 15,769.23	\$ 20,000.00	\$ 15,907.01	\$ 2,490.41	\$ 18,397.42	\$ 2,628.19	\$ 2,420.00
	hclc	\$ 2,000.00	\$ 2,696.38	\$ 449.87	\$ 3,146.25	\$ 2,000.00	\$ 10,671.00	\$ -	\$ 10,671.00	\$ 7,524.75	\$ -
	hhs	\$ 33,354.00	\$ 39,764.92	\$ 1,540.60	\$ 41,305.52	\$ 30,000.00	\$ 20,820.32	\$ 5,878.96	\$ 26,699.28	\$ (14,606.24)	\$ (3,354.00)
	athletics	\$ 15,000.00	\$ 7,679.90	\$ -	\$ 7,679.90	\$ 15,000.00	\$ 9,584.29	\$ -	\$ 9,584.29	\$ 1,904.39	\$ -
	instr tech	\$ 10,000.00	\$ 5,558.51	\$ 1,104.34	\$ 6,662.85	\$ 10,000.00	\$ 769.63	\$ 1,400.07	\$ 2,169.70	\$ (4,493.15)	\$ -
	central office	\$ 234,050.00	\$ 59,128.26	\$ 17,795.73	\$ 76,923.99	\$ 69,291.00	\$ 199,262.23	\$ 8,512.14	\$ 207,774.37	\$ 130,850.38	\$ (164,759.00)
total- 432		\$ 473,051.00	\$ 211,503.40	\$ 65,943.12	\$ 277,446.52	\$ 281,291.00	\$ 387,088.36	\$ 31,820.13	\$ 418,908.49	\$ 141,461.97	\$ (191,760.00)



INTEROFFICE MEMORANDUM

Memorandum to: Myron W. Hul, Finance Chair
From: Michael W. Belden,
Chief Operating Officer
Date: April 9, 2018
RE: Transfer Requests for Fiscal Year 2017-2018

The following transfer request(s) is being recommended by the Finance Department.

# 1.	From: Tuition –Non- Public Schools (563)	\$200,000
	To: Professional Services- (330)	\$200,000

This budget transfer is due to the fact that we have had an increase in Special Education services relating to OT / PT / Behavior Technicians as well as an underfunding of our expenses relating to our Quinnipiac University teaching interns. The YTD SPED legal expenditures are \$91,544 vs \$43,407 at this same time last year.

A detailed analysis of the expenditures in this account is attached to this document.

Cc: Jody Goeler, Superintendent of Schools

330 - professional services											
			as of 3-31-17	as of 3-31-17							
Program	Prog #	FY 16/17 Budget	FY 16/17 Actual Expenses	FY 16/17 Encumbrances	Total FY 16/17 Actuals + Enc.	FY 17/18 Budget	FY 17/18 Actual Expenses	FY 17/18 Encumbrances	Total FY 17/18 Actuals + Enc.	Variance - ACTUALS - FY 17/18 - vs. FY 16/17	notes
HTA	620	\$ 23,000.00	\$ (23,000.00)	\$ 46,000.00	\$ 23,000.00	\$ 3,000.00	\$ (8,426.58)	\$ 7,205.71	\$ (1,220.87)	\$ (24,220.87)	
For. Lang	106	\$ 3,500.00	\$ 916.31	\$ 181.65	\$ 1,097.96	\$ 2,000.00	\$ 220.43	\$ -	\$ 220.43	\$ (877.53)	
Theater	144	\$ 5,000.00	\$ (31,847.35)	\$ 379.16	\$ (31,468.19)	\$ 2,000.00	\$ 598.80	\$ -	\$ 598.80	\$ 32,066.99	
SPED	201	\$ 325,000.00	\$ 237,810.05	\$ 128,461.34	\$ 366,271.39	\$ 550,000.00	\$ 579,443.18	\$ 83,153.50	\$ 662,596.68	\$ 296,325.29	\$296K of \$309K total variance
Lang, Speech, Hearing	225	\$ 8,000.00	\$ 8,352.17	\$ -	\$ 8,352.17	\$ 10,000.00	\$ 2,560.88	\$ 1,860.97	\$ 4,421.85	\$ (3,930.32)	
ESL	260	\$ 11,457.00	\$ 2,320.58	\$ -	\$ 2,320.58	\$ 4,000.00	\$ 2,362.08	\$ -	\$ 2,362.08	\$ 41.50	
nurses	334	\$ 1,080.00	\$ 1,020.00	\$ -	\$ 1,020.00	\$ 2,500.00	\$ 3,697.50	\$ -	\$ 3,697.50	\$ 2,677.50	
Psychology	341	\$ 70,000.00	\$ 35,815.90	\$ 31,765.60	\$ 67,581.50	\$ 80,000.00	\$ 40,451.50	\$ 17,373.50	\$ 57,825.00	\$ (9,756.50)	
Athletics	410	\$ 35,963.00	\$ 29,601.56	\$ -	\$ 29,601.56	\$ 37,500.00	\$ 28,324.66	\$ 576.33	\$ 28,900.99	\$ (700.57)	
Interns - Quininiac	490	\$ 40,000.00	\$ 56,840.00	\$ -	\$ 56,840.00	\$ 5,000.00	\$ 49,850.00	\$ -	\$ 49,850.00	\$ (6,990.00)	
legal	530	\$ 86,000.00	\$ 98,644.40	\$ 17,893.00	\$ 116,537.40	\$ 92,750.00	\$ 133,640.81	\$ 600.00	\$ 134,240.81	\$ 17,703.41	
human resources - PT											
DR. Medical	534	\$ 15,000.00	\$ 18,688.00	\$ 1,000.00	\$ 19,688.00	\$ 20,000.00	\$ 14,759.55	\$ 5,000.00	\$ 19,759.55	\$ 71.55	
IT -	536	\$ 39,000.00	\$ 40,781.56	\$ -	\$ 40,781.56	\$ 5,000.00	\$ 4,759.12	\$ -	\$ 4,759.12	\$ (36,022.44)	
fiscal services - auditing	550	\$ 40,000.00	\$ 2,085.00	\$ 915.00	\$ 3,000.00	\$ 40,000.00	\$ 39,820.00	\$ 915.00	\$ 40,735.00	\$ 37,735.00	
facility services	570	\$ 10,000.00	\$ 4,369.00	\$ 90.00	\$ 4,459.00	\$ 10,000.00	\$ 9,905.84	\$ 600.00	\$ 10,505.84	\$ 6,046.84	
adult education	600	\$ 2,000.00	\$ 2,705.00	\$ -	\$ 2,705.00	\$ 1,250.00	\$ 1,735.00	\$ -	\$ 1,735.00	\$ (970.00)	
hamden transition academy	620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
credits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
totals		\$ 715,000.00	\$ 485,102.18	\$ 226,685.75	\$ 711,787.93	\$ 865,000.00	\$ 903,702.77	\$ 117,285.01	\$ 1,020,987.78	\$ 309,199.85	
munis reports		\$ 715,000.00	\$ 485,102.18	\$ 226,685.75	\$ 711,787.93	\$ 865,000.00	\$ 903,702.77	\$ 117,285.01	\$ 1,020,987.78	\$ 309,199.85	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	