

**HAMDEN BOARD OF EDUCATION
FINANCE COMMITTEE – Regular Meeting
May 10, 2016
MINUTES**

Board Members Present: John Keegan, Chair
Chris Daur, Lynn Campo,

Other Board Members present: Vic Mitchell

Administrators Present:
Jody Goeler, Chris Melillo, Mark Albanese, Mike Belden.

John Keegan, Chairman called the meeting to order at 6:01 pm.

Public Comments

No Public Comments

Information Items

Mike Belden provided the board with a status of the FY 2015-2016 budget as of April 30, 2016. As of April 30th, 2016 the YTD expenditures and encumbrances total \$67,448,290 or 81.1% of the budget expended versus the time elapsed of 83.33%. Concerns for this year's budget continue to be the deficit projection for special education costs for students receiving educational services out of district. The current projected deficit is \$1,116,129. Projected state reimbursements for excess cost expenditures equal \$1,664,728 resulting in a positive variance of \$472,411 as of April 30, 2016.

Expenditures in Substitute Salaries, and Professional Services (Object Code # 115 and 330 respectively) continue to outpace the budgetary amounts.

Mike Belden provided information concerning a variety of object code accounts (budget vs actual expenditures) and commented that the spending freeze that has been implemented is having a positive effect on the bottom line.

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Purchase orders over \$2,000 were discussed.

John Keegan made a motion to approve the budget transfers as presented and Chris D. seconded the motion. The budget transfers were approved unanimously (see attached sheet for detail of the budget transfers).

Chris D. made a motion to adjourn the meeting, seconded by Lynn C. and the meeting was adjourned at 6:41 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "MBelden", followed by a long horizontal line extending to the right.

Michael Belden
Chief Operations Officer



INTEROFFICE MEMORANDUM

Memorandum to: John Keegan, Finance Chair
From: Michael W. Belden,
Chief Operating Officer
Date: May 5, 2016
RE: Transfer Requests for Fiscal Year 2015-2016

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

# 1.	From: Tuition – Public Schools – (561)	\$250,000
	To: Substitute Salaries (115)	\$250,000

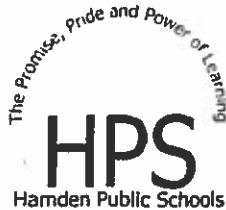
This budget transfer is needed due to the fact this line item has been consistently under budgeted for many years. This expense account is used for many activities such as teachers attending vertical data teams and SRBI meetings (“teacher pullouts”). In addition, this account is used to track all expenses related to teacher absences due to sickness, personal, bereavement and FMLA occurrences. The actual expenditures for the past four years have been as follows: FY 11-12 \$1,005,404; FY 12-13 \$1,088,970; FY 13-14 \$1,106,944; FY 14-15 \$1,242,504. Current FY 15-16 expenditures as of April 30 are \$1,045,800.

Strategic initiatives regarding Building usage of “Floaters” has been implemented during this school year which will reduce this expenditure line. However, this object code continues to be underfunded necessitating this budget transfer. For FY 2016-2017, \$1,000,000 has been budgeted (an increase of \$100,000).

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

# 2.	From: Tuition – Public Schools – (561)	\$195,000
	To: Tutors (116)	\$195,000

This budget transfer is needed due to the fact this line item has also been consistently under budgeted for many years. This expense account is used for Tutors at all the schools (Elementary, Middle and High School). In FY 2015-2016, the Adult Education Salaries was moved from this object code to object code 121 to have more detailed reporting. As of April 30, 2016, the Tutor expenditures totaled \$580,166 versus a



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budget of \$455,697. The request of an additional \$195,000 will cover the Tutor expenditures for the remainder of the school year. Tutors are utilized throughout the schools and are funded using the BOE Operating budget (LEA), Title 1 and Alliance Budgets. Specifically, the HHS budgeted \$140,817 for tutors this year but actual expenditures are \$219,145. Last year a budget transfer in this account was made for \$359,481.

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

# 3.	From: Tuition – Public Schools – (561)	\$155,000
	To: Professional Services (330)	\$155,000

This budget transfer is needed due to the fact this line item has been consistently under budgeted for many years. This expense account is used for many professional services. One of the larger areas of expenditures is for Special Education support services, including Physical Therapy, and pediatric services. The FY 15-16 budget for SPED Prof. Services is \$292,225 versus year to date expenditures of \$362,318 and encumbrances of \$60,243, leaving a budget shortfall of \$130,336. In addition, the legal expenditure budget for Fy 15-16 was \$86,000 and year to date expenditures are \$110,240. This expenditure is for the various union contract negotiations and mediation, legal advice on a variety of SPED and Regular Education matters, and expulsion hearings.

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

# 4.	From: Tuition – Public Schools – (561)	\$31,480
	To: Liability Insurance (521)	\$31,480

This budget transfer is needed due to an allocation of Property, Automobile and Liability Insurance coverage's for the Town and the BOE. The allocation is at 60% Town and 40% BOE. The quarterly CIRMA (LAP) insurance premium for the BOE is \$176,448 * 4 = \$705,792 versus last year's quarterly payment of \$167,027 or \$668,108, a 5.6% increase. In addition, the Crime Policy = \$3,548, The Excess Umbrella Policy = \$76,800 and Flood Insurance premium for HHS = \$20,340 for a total of \$806,480 versus an approved budget of \$775,000.

Cc: Jody Goeler, Superintendent of Schools