



**HAMDEN BOARD OF EDUCATION  
FINANCE COMMITTEE Meeting  
December 12, 2017 @ 6:00 pm  
MINUTES**

Board Members Present: Myron W. Hul, Chair  
Finance Committee Members: Lynn Campo, Walter Morton IV.  
Other BOE Attendees: Chris D. – BOE Chair

Administrators Present:  
Jody Goeler, Mike Belden

Myron Hul, Chairman called the meeting to order at 6:05 pm.

**Public Comments**

No Public Comments

**Information Items**

Mike Belden provided the finance committee with a status of the FY 2017-2018 budget as of November 30, 2017. As of November 30, 2017, the YTD expenditures are \$25,559,784 and the encumbrances total \$11,476,646 for a total of \$37,036,430 or 43.8% of the budget expended / encumbered versus the time elapsed of 41.67%. Special Education total expenditures are a big concern this year as total tuition expenditures in FY 16-17 were \$10,732,516 versus \$9,693,978 in FY 15-16, an increase of \$1,038,639. As of November 30, 2017, the estimated year end expenditures are \$801,119 over the budgeted expenditures and estimated revenues from the State of Ct. for excess cost tuitions (Projected expenditures \$11,690,967 vs budgeted expenditures of \$9,114,943 and State of Ct estimated revenues of \$1,774,905). This projected deficit increased by \$200,636 since October 31, 2017. In addition to this projected deficit, an estimated \$309,360 was encumbered to provide professional behavioral technician services to multiple students that are above the approved budget.

Purchase orders over \$2,000 were discussed. Purchase orders shown include encumbrances as well as expenditures for LEA (Operating Fund) and Grant funds.

Mike Belden provided an update on the FY 16-17 Audit. Mike and Dawn Albizu have met with the Auditors and the BOE audit is progressing smoothly at this point. All requested information has been provided to Auditors.

### **Action Items**

Mike Belden presented the Purchase orders \$50,000 - \$99,999 (see attached). There was 1 item. The item was a Special Education Tuition in the amount of \$64,177.

Walter Morton made a Motion to accept this purchase order as presented. Lynn Campo seconded the motion. A discussion concerning the approval process by the Committee was The Committee discussed the approval process of Purchas Orders and further review will be made regarding policy and regulations as to process. The Motion was approved unanimously.

Mike Belden presented the Purchase orders over \$100,000 (see attached). There were 6 items as summarized below:

- Wallingford BOE - Lyman Hall tuition
- Related Services for students at Wintergreen
- Tuition at Wintergreen
- OT / PT Services
- Behavioral Services

Lynn Campo made a motion to accept these purchase orders presented and for these items to go to the full board for approval. Walter M. seconded the motion and the motion was approved unanimously.

Myron Hul adjourned the meeting at 6:53 pm.

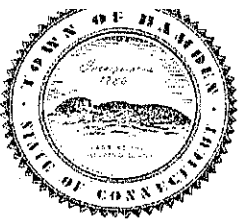
Respectfully Submitted,

Michael Belden  
Chief Operations Officer

November 2017 PO's  
over \$50,000 - \$99,999

12/8/2017  
10:07 AM

Item #	Funding Source	PO #	Vendor	PO Date	PO Amount	Procurement Method	Description
1	LEA	1801510	GROVE SCHOOL	11/28/2017	\$ 64,177.00	PPS Tuition	Non -public tuition for one student starting 10/26/17



# 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 # **01801510-00**

Delivery must be made within  
doors of specified destination.

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GROVE SCHOOL, INC.  
175 COPSE ROAD  
P.O. BOX 646  
MADISON, CT 06443

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

06517

### Material Safety Data Sheets (MSDS) to be Included

Vendor Phone Number 203-245-2778		Vendor Fax Number 203-245-6098		Requisition Number 01801572		Delivery Reference KPearce/jml	
Date Ordered 11/28/17	Vendor Number 005148	Date Required 11/06/17	Freight Method/Terms			Department/Location PUPIL PERSONNEL SERVICES	
Item#	Description/Part No.	Qty/Unit	Cost Each	Extended Price			
001	ORIGINAL \$64,177 ENCUMBRANCE NP Tuition 1 student started 10/26/17 11002010-563	1.00 EACH	64177.00000	64,177.00			
				64,177.00			
			PO Total	64,177.00			
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

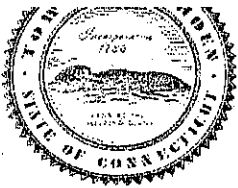
Department Copy / Claim Voucher

*Chris M. Melillo*  
Director of Finance and Operations

November 2017 PO's  
over \$100,000

12/8/2017  
10:37 AM

Item #	Funding Source	PO #	Vendor	PO Date	PO Amount	Procurement Method	Description
1	LEA	1801439	WALLINGFORD BOARD OF EDUCATION	11/20/2017	\$ 102,345.00	2017-2018 SY Tuition - Lyman Hall	Tuition for vocational agriculture -15 students @\$6,823 each
2	LEA	1801511	ACES	11/28/2017	\$ 145,000.00	SPECIALIZED VENDOR-PPS	Encumbrance for related services - resource for students at WIMS
3	LEA	1801451	MERIDEN PUBLIC SCHOOLS	11/20/2017	\$ 196,295.00	2017-2018 SY Tuition	Magnet School Tuition for 43 students to Wintergreen @ \$4,565 each (This allows Hamden to remain below the State Mandated 55% Reimbursement
4	LEA	1801508	CHESHIRE FITNESS ZONE	11/28/2017	\$ 200,000.00	SPECIALIZED VENDOR-PPS	Encumbrance for multiple students OT / PT / SP evaluations
5	LEA	1801424	CONNECTICUT BEHAVIORAL HEALTH, LLC	11/20/2017	\$ 309,360.00	PPS Professional Services	Encumbrance for multiple students 2017-2018 SY professional services
6	LEA	1801488	ACES	11/21/2017	\$ 1,408,636.00	Magnet School Tuition - Wintergreen	District Wintergreen tuition per slot for 320 students 2017-2018 SY @ \$4,565 = \$1,460,800 (8% increase in tuition for FY 17-18 less \$52,164 adjustment from WIMS from prior year).



# Hamden Public Schools

60 Putnam Avenue

Hamden, Connecticut 06517

Phone (203) 407-2000 Fax (203) 407-2001

Fiscal Year 2018

Page 1

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

Purchase Order # **01801439-00**

Delivery must be made within doors of specified destination.

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WALLINGFORD BOARD OF EDUCATION  
BUSINESS MANAGER  
43 HALL AVENUE  
WALLINGFORD, CT 06492

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CENTRAL OFFICE  
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	
(203)949-6500				01801567			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
11/20/17	001879				FINANCE OFFICE		
Item #	Description/Part No.		Qty/Unit	Cost Each	Extended Price		
001	ORIGINAL		15.00	6823.00000	102,345.00		
	2017-2018 TUITION FOR VOCATIONAL AGRICULTURE REGULAR TUITION BILLING		Each				
	11005333-561				102,345.00		
	All invoices must reflect purchase order numbers.						
				PO Total	102,345.00		

\* 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

Department Copy / Claim Voucher

*Chad Melillo*  
Director of Finance and Operations

# INVOICE

WALLINGFORD BOARD OF EDUCATION  
100 SOUTH TURNPIKE ROAD  
WALLINGFORD, CONNECTICUT 06492

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Hamden Board of Education  
60 Putnam Avenue  
Hamden, Connecticut 06517-2825

Invoice No:	17-18-1
Date:	11/01/17

**MAKE CHECKS PAYABLE TO  
"BUSINESS MANAGER - WALLINGFORD BOARD OF EDUCATION"  
AND MAIL TO THE ABOVE ADDRESS**

2017-2018 TUITION FOR VOCATIONAL AGRICULTURE  
REGULAR TUITION BILLING  
(MAY BE PAID IN TWO INSTALLMENTS)

15	Students @ \$6,823.00/year	<u>\$102,345.00</u>
		<b><u>\$102,345.00</u></b>



# 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 # **01801511-00**

Delivery must be made within doors of specified destination.

Vendor

ACES  
205 SKIFF STREET  
HAMDEN, CT 06517-1095

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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	
407-4400	407-4590	01801648	KPearce/jml	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
11/28/17	000036			PUPIL PERSONNEL SERVICES
Item#	Description/Part No.	Qty/Unit	Cost Each	Extended Price
001	ORIGINAL	1.00	145000.00000	145,000.00
	\$145,000.00 ENCUMBRANCE Related Svcs - Resource, ██████ at WIMS	EACH		
	11002010-561	145,000.00		
			PO Total	145,000.00
	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

Department Copy / Claim Voucher

*Christy Melillo*  
Director of Finance and Operations





# Hamden Public Schools

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

Fiscal Year 2018

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS:  
Purchase Order # **01801451-00**

Delivery must be made within  
doors of specified destination.

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MERIDEN PUBLIC SCHOOLS  
22 LIBERTY STREET  
  
MERIDEN, CT 06450

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CENTRAL OFFICE  
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	
				01801623			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
11/20/17	003223				FINANCE OFFICE		
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price		
001	ORIGINAL		43.00	4565.00000	196,295.00		
	WINTERGREEN MAGNET TUITION 2017-2018 TUITION PER SLOT AS PER BUDGET \$4,565.00 x 43 SLOTS = \$196,295.00		EACH				
	10094901-561				196,295.00		
				PO Total	196,295.00		
	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

Department Copy / Claim Voucher

*Carl Melillo*  
Director of Finance and Operations



**Area Cooperative Educational Services**  
 FISCAL SERVICES  
 350 State Street  
 North Haven, Connecticut 06473-3108  
 (203) 498-6820 FAX (203) 498-6892

# INVOICE

Invoice Date 11/03/2017	Invoice No. 180997
Customer Number 1046	
Customer PO Number	
Invoice Total Due \$196,295.00	
Amount Paid	

③

CUSTOMER

MERIDEN BOARD OF EDUC.  
 ATTN: DONNA CARNOT  
 22 LIBERTY STREET  
 MERIDEN, CT 06450-5663

Due upon receipt

Tax ID #: 06-0881700  
 Tax Exempt #: E 5724

ACES, North Haven, CT 06473-3108      Invoice Date 11/03/2017      Customer Number 1046

Description	Original Bill	Adjustment	Paid	Amount Due
1205 WINTERGREEN MAGNET SCHOOL 1205-999-1945 Tuition 2017-2018 District tuition per slot as per budget \$4,565 @ 43 slots	196,295.00	\$0.00	\$0.00	\$196,295.00

Please put Invoice Number on your check.  
 Make Checks Payable to: ACES, 350 State Street, North Haven, CT 06473-3108  
 Please return Duplicate with Payment

**Invoice Total:**

**\$196,295.00**

*Jolene Cegan*



# 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 # **01801508-00**

Delivery must be made within  
doors of specified destination.

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CHESHIRE FITNESS ZONE  
382 SOUTH MAIN STREET

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CHESHIRE, CT 06410

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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	
203-250-9663		203-699-9641		01801042		KCappella/jml	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location	
11/28/17	007469	09/01/17				PUPIL PERSONNEL SERVICES	
Item#	Description/Part No.			Qty/Unit	Cost Each	Extended Price	
001	ORIGINAL			1.00	200000.00000	200,000.00	
	ENCUMBRANCE multiple students OT/PT/Sp/Evals			EACH			
	10702010-330					200,000.00	
					PO Total	200,000.00	
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

Department Copy / Claim Voucher

*C. H. Melillo*  
Director of Finance and Operations



# Hamden Public Schools

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

Fiscal Year 2018

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS:  
Purchase Order # **01801424-00**

Delivery must be made within  
doors of specified destination.

Vendor

CONNECTICUT BEHAVIORAL HEALTH, LLC  
673 SOUTH MAIN STREET  
  
CHESHIRE, CT 06410

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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	
203-271-1430				01801597		Kpearce/jml	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
11/20/17	000004				PUPIL PERSONNEL SERVICES		
Item#	Description/Part No.	Qty/Unit	Cost Each		Extended Price		
001	ORIGINAL	1.00	309360.00000		309,360.00		
	\$309,360 ENCUMBRANCE Multiple students Prf Svcs	EACH					
	10702010-330		309,360.00				
			PO Total		309,360.00		
	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

Department Copy / Claim Voucher

*Carl Melillo*  
Director of Finance and Operations



# Hamden Public Schools

60 Putnam Avenue

Hamden, Connecticut 06517

Phone (203) 407-2000 Fax (203) 407-2001

Fiscal Year 2018

Page 1

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

Purchase Order # **01801488-00**

Delivery must be made within doors of specified destination.

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ACES  
205 SKIFF STREET

HAMDEN, CT 06517-1095

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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	
407-4400	407-4590	01801632		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
11/21/17	000036			PUPIL PERSONNEL SERVICES
Item #	Description/Part No.	Qty/Unit	Cost/Each	Extended Price
001	ORIGINAL  DISTRICT TUITION PER SLOT AS PER BUDGET, 2017-2018 SY  *Amount reflects \$52,164.00 credit due 10094901-561  All invoices must reflect purchase order numbers.	320.00 EACH	4565.00000	1,408,636.00
			PO Total	1,408,636.00

\* 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

Department Copy / Claim Voucher

*Cat Melillo*  
Director of Finance and Operations

# INVOICE



**Area Cooperative Educational Services**  
 FISCAL SERVICES  
 350 State Street  
 North Haven, Connecticut 06473-3108  
 (203) 498-6820 FAX (203) 498-6892

Invoice Date	Invoice No
11/03/2017	181013
Customer Number	
738	
Customer PO Number	
Invoice Total Due	
\$1,408,636.00	
Amount Paid	

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HAMDEN BOARD OF EDUC.  
 PUPIL PERSONNEL SERVICES  
 60 PUTNAM AVE  
 HAMDEN, CT 06517-2825

Due upon receipt

Tax ID #: 06-0881700  
 Tax Exempt #: E 5724

ACES, North Haven, CT 06473-3108 Invoice Date 11/03/2017 Customer Number 738

Description	Original Bill	Adjustment	Paid	Amount Due
1205 WINTERGREEN MAGNET SCHOOL 1205-999-1945 Tuition 2017-2018 District tuition per slot as per budget \$4,565 @ 320 slots	1,460,800.00	\$0.00	\$52,164.00	\$1,408,636.00

Please put Invoice Number on your check.  
 Make Checks Payable to: ACES, 350 State Street, North Haven, CT 06473-3108  
 Please return Duplicate with Payment

Invoice Total	\$1,408,636.00
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*J. Anne Cogan*