

**HAMDEN BOARD OF EDUCATION
FINANCE COMMITTEE
5:00 pm
January 10, 2017
@ HMS – 8th Grade Principal Conference Room**

MINUTES

Board Members Present: Chris Daur, Chair
Lynn Campo
Walter Morton IV

Administrators Present:
Jody Goeler, Mark Albanese, Mike Belden, Kim Capella.

Chris Daur, Chairman called the meeting to order at 5:08 pm.

Public Comments

No Public Comments

Information Items

Mike Belden provided the board with a status of the FY 2016-2017 budget as of December 31, 2016. As of Dec. 31, the YTD expenditures are \$37,490,934 and the encumbrances total \$8,031,733 for a total of \$38,486,328 or 54.2% of the budget expended and encumbered versus the time elapsed of 50.0%. Last year at this time, 54.1% of the budget was expended and encumbered. This is extremely consistent with the prior year's expenditures and / or two years ago expenditures. Major reasons for year to date differences this year compared to last year are due to the following: Custodian Salaries budget line is trending positive due to the reduction in overtime costs this year. Hiring two floaters and the use of substitute custodians has made a significant impact in reducing overtime costs. The out of district tuition costs for public and private placed students is exceeding the estimated state excess cost reimbursement levels by \$159,326 as of December 31, 2016.

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Purchase orders over \$2,000 were discussed. Purchase orders shown include encumbrances as well as expenditures. In December, there were 18 items, of which three items related to Capital purchases. Once the FY 2016-2017 Capital Budget is approved by Legislative Council, Mike Belden will work with the Purchasing Agent / Town Finance Director regarding these expenditures posted to the LEA (Legislative Council Meeting to vote on the Capital Bonding is scheduled for Tuesday, Jan 17, 2017).

Chris D. commented that the State of Connecticut informed Municipalities / Boards of Education that a reduction of \$20,000,000 in total from the ECS / Alliance funding was approved over the holiday break. Hamden's ECS / Alliance allocation was reduced by \$250,000 for FY 2016-2017.

Action Items

Mike Belden presented the Purchase orders over \$50,000. The two (2) items were related to Special Education tuition.

Chris D. made a Motion to accept these purchase orders over \$50,000 as presented. Lynn C. seconded the Motion and the Motion was approved unanimously.

Chris Daur made a motion to adjourn the meeting, seconded by Walter Morton IV and the meeting was adjourned at 5:49 pm.

Respectfully Submitted,

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

Michael Belden
Chief Operating Officer

December 2016 PO over \$50,000

1/5/2017
3:04 PM

Item #	Funding Source	PO #	Vendor Name	PO Date	PO Amount	Procurement Method	Description
1	LEA	1701539	Boys & Girls Village	12/7/2016	\$ 73,600.00	PPS Tuition	Encumbrance for 2 Students
2	LEA	1701533	Grove School	12/7/2016	\$104,196.02	PPS Tuition	Encumbrance for Non-Public Tuition / Residence for 1 Student



Hamden Public Schools

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

Purchase Order

Fiscal Year 2017

Page 1

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

Purchase Order # **01701539-00**

Delivery must be made within
doors of specified destination.

V
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BOYS & GIRLS VILLAGE, INC.
528 WHEELERS FARMS RD.

MILFORD, CT 06460-0463

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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	
877-0300				01701662		KCappella/jml	
Date Ordered		Vendor Number		Date Required		Freight Method/Terms	
12/07/16		000225		11/22/16		Department/Location	
						PUPIL PERSONNEL SERVICES	
Item#	Description/Part No.			Qty/Unit	Cost Each	Extended Price	
001	ORIGINAL						
	ENCUMBRANCE NEEDED: 1st student 45 days 9/8-11/11, 2nd student 139 days 10/28/16-6/8/16 184 @ \$400.00 = \$73,600.00			1.00 Each	73600.00000	73,600.00	
	11002010-563					73,600.00	
	All invoices must reflect purchase order numbers.				PO Total	73,600.00	

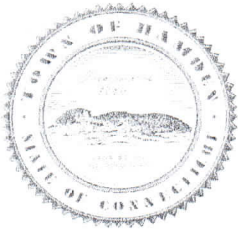
* Important: Read terms and conditions provided as part of this purchase order

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

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

Purchasing Copy

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

Purchase Order

Fiscal Year 2017

Page 1

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

Purchase Order # **01701533-00**

Delivery must be made within
doors of specified destination.

Vendor

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

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 203-245-2778		Vendor Fax Number 203-245-6098		Requisition Number 01701600		Delivery Reference KCappella/jml			
Date Ordered 12/07/16		Vendor Number 005148		Date Required 11/08/16		Freight Method/Terms		Department/Location PUPIL PERSONNEL SERVICES	
Item#	Description/Part No.				Qty/Unit	Cost Each	Extended Price		
001	ORIGINAL ENCUMBRANCE NP Tuition/Res 1 student Total: \$104,196.02				1.00 Each	104196.02000	104,196.02		
	11002010-563				104,196.02				
	All invoices must reflect purchase order numbers.					PO Total	104,196.02		

* 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

C. J. McCall
Director of Finance and Operations