



**HAMDEN BOARD OF EDUCATION
FINANCE COMMITTEE Meeting
November 14, 2017 @ 6:00 pm
MINUTES**

Board Members Present: Myron W. Hul, Chair
Lynn Campo, Chris D., Walter Morton IV.

Administrators Present:
Jody Goeler, Mark Albanese, Mike Belden, Kim Pearce

Myron Hul, Chairman called the meeting to order at 6:01 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 October 31, 2017. As of October 31, 2017, the YTD expenditures are \$20,792,750 and the encumbrances total \$11,542,933 for a total of \$32,335,683 or 38.3% of the budget expended/encumbered versus the time elapsed of 33.3%. 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 October 31, 2017, the estimated year end expenditures are \$600,483 over the Budgeted expenditures and estimated revenues from the State of Ct. for excess cost tuitions (Projected expenditures \$11,468,966 vs Budgeted expenditures of \$9,114,943 and State of Ct estimated Revenues of \$1,753,541).

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

Action Items

Mike Belden presented the Purchase orders \$50,000 - \$99,999 (see attached). There were 3 items. Two items were Special Ed. Tuition and the third item was tuition for 18 students to attend ECA.

Myron Hul made a Motion to accept these purchase orders as presented. Lynn Campo seconded the motion and the Motion was approved unanimously.

Mike Belden presented the Purchase orders over \$100,000 (see attached). There were 3 items. Two items were Special Ed tuition and the other item was tuition for 19 students to attend Sound School.

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

Myron Hul adjourned the meeting at 6:54 pm.

Respectfully Submitted,



Michael Belden
Chief Operations Officer

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

11/9/2017
3:21 PM

Item #	Funding Source	PO #	Vendor	PO Date	PO Amount	Procurement Method	Description
1	LEA	1801326	NAFI CT INC	10/30/2017	\$ 66,671.00	PPS Tuition	Encumbrance non-public tuition for one student (court placed until March 2018)
2	LEA	1801136	THE SPEECH ACADEMY	10/03/2017	\$ 78,500.00	PPS Tuition	Tuition for 1 student 2017-2018
3	LEA	1801332	ACES	10/30/2017	\$ 84,600.00	ACES - ECA Tuition for Hamden Students	Tuition for 18 Hamden students to attend ACES ECA for 2017-2018 Sy @\$4,700 each



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 # **01801326-00**

Delivery must be made within doors of specified destination.

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NAFI CT INC.
20 BATTERSON PARK ROAD
SUITE 301
FARMINGTON, CT 06032

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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	
860-284-1177		860-284-1125		01801450		KCappella/jml	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
10/30/17	006710	10/20/17			PUPIL PERSONNEL SERVICES		
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price		
001	ORIGINAL		1.00	66671.00000	66,671.00		
	\$65,671 ENCUMBRANCE NP Tuition court placed thru March 2018 (est)		EACH				
	11002010-563				66,671.00		
				PO Total	66,671.00		
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 # 01801136-00

Delivery must be made within doors of specified destination.

2

Vendor

THE SPEECH ACADEMY
656 MOREHOUSE ROAD
EASTON, CT 06612

Ship To

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

Material Safety Data Sheets (MSDS) to be Included

Table with columns: Vendor Phone Number, Vendor Fax Number, Requisition Number, Delivery Reference, Date Ordered, Vendor Number, Date Required, Freight Method/Terms, Department/Location, Item#, Description/Part No., Qty/Unit, Cost Each, Extended Price. Includes item 001 for Tuition and a PO Total row.

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

Signature of 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 2018

Page 1

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

Purchase Order # **01801332-00**

Delivery must be made within
doors of specified destination.

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ACES
350 STATE STREET
NORTH HAVEN, CT 06473

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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			
203-498-6820		203-498-6892		01801456					
Date Ordered		Vendor Number		Date Required		Freight Method/Terms		Department/Location	
10/30/17		007437						FINANCE OFFICE	
Item#	Description/Part No.			Qty/Unit	Cost Each	Extended Price			
001	ORIGINAL			18.00	4700.00000	84,600.00			
				Each					
	2017-2018 TUITION FOR HAMDEN STUDENTS TO ATTEND ACES ECA. 18 STUDENTS @ \$4,700 PER STUDENT								
	11001423-561					84,600.00			
						PO Total		84,600.00	
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

3

INVOICE

Invoice Date	Invoice No.
10/03/2017	180605
Customer Number	
738	
Customer PO Number	
Invoice Total Due	
\$84,600.00	
Amount Paid	



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 10/03/2017

Customer Number

738

Description	Original Bill	Adjustment	Paid	Amount Due
1203 ECA 1203-999-1945 2017-18 tuition for Hamden students to attend ACES ECA as per attached list. Thank you.	84,600.00	\$0.00	\$0.00	\$84,600.00

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

\$84,600.00

*Pls put on Invoice
 Ath: Eric Myquist*

*Jason [Signature]
 Glenn Cogan*

October 2017 PO's
over \$100,000

11/9/2017
3:20 PM

Item #	Funding Source	PO #	Vendor	PO Date	PO Amount	Procurement Method	Description
1	LEA	1801219	CAPITOL REGION EDUC.CNCL	10/06/2017	\$ 106,181.16	PPS Tuition	Tuition for 1 student at Soundbridge 2017-2018
2	LEA	1801382	NEW HAVEN PUBLIC SCHOOLS	10/30/2017	\$ 129,637.00	Tuition to attend Sound School in New Haven for Hamden studnats	Tuition for 19 Hamden students attending the Sound School in New Haven (\$6,823 / student)
3	LEA	1801225	ACES	10/18/2017	\$ 4,207,552.75	PPS Tuition & Services	Encumbrance for all ACES programs for multiple students SY 2017-2018



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 # **01801219-00**

①

Delivery must be made within doors of specified destination.

Vendor

CAPITOL REGION EDUC.CNCL
 BUS. OFFICE/ACCTS. REC.
 111 CHARTER OAK AVENUE
 HARTFORD, CT 06106

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	
860-247-2734				01801356		KCappella/jml	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
10/06/17	000279	10/05/17			PUPIL PERSONNEL SERVICES		
Item#	Description/Part No.		Qty/Unit	Cost Each	Extended Price		
001	ORIGINAL		1.00	106181.16000	106,181.16		
	\$106,181.16 at Soundbridge S.Y 2017-18 Public Tuition Acct 11002010 561 11002010-561		EACH				
					106,181.16		
				PO Total	106,181.16		
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

Purchase Order

Fiscal Year 2018

Page 1

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

Purchase Order # **01801382-00**

Delivery must be made within
 doors of specified destination.

(2)

Vendor

NEW HAVEN PUBLIC SCHOOLS
 BUSINESS OFFICE
 54 MEADOW STREET
 NEW HAVEN, CT 06519

Ship To

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	
946-7421	946-7436	01801510		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
10/30/17	001284			FINANCE OFFICE
Item#	Description/Part No.	Qty/Unit	Cost Each	Extended Price
001	ORIGINAL TUITION FOR 19 HAMDEN STUDENTS ATTENDING THE SOUND SCHOOL IN NEW HAVEN 2017-2018 11005330-561	19.00 Each	6823.00000	129,637.00
		129,637.00		
			PO Total	129,637.00
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

Cheryl Melillo
 Director of Finance and Operations

New Haven Public Schools

Business Office
 54 Meadow Street
 New Haven, CT 06519-1743
 Fax 203-946-7436

INVOICE

(2)

INVOICE NO: 7211
 DATE: October 18, 2017

To: Kim Planas Director of Pupil Services
 Hamden Public Schools
 60 Putnam Street
 Hamden, CT 06517-2825

	P.O. NUMBER	SERVICE START DATE	SERVICE END DATE	TERMS
Sound				

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Student attending Sound School 2017/18		\$0.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
		SUBTOTAL	\$40,938.00
		TOTAL DUE	

Make all checks payable to: New Haven Public Schools
 If you have any questions concerning this invoice, call: Joann D'Angelo, 475-220-1330

THANK YOU FOR YOUR BUSINESS!

New Haven Public Schools

Business Office
 54 Meadow Street
 New Haven, CT 06519-1743
 Fax 203-946-7436

INVOICE

2

INVOICE NO: 7211
 DATE: October 18, 2017

To: Kim Planas Director of Pupil Services
 Hamden Public Schools
 60 Putnam Street
 Hamden, CT 06517-2825

	P.O. NUMBER	SERVICE START DATE	SERVICE END DATE	TERMS
Sound				

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Student attending Sound School 2017/18		\$0.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXXXXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXX	\$6,823.00	\$6,823.00
SUBTOTAL			\$40,938.00
TOTAL DUE			

Make all checks payable to: New Haven Public Schools
 If you have any questions concerning this invoice, call: Joann D'Angelo, 475-220-1330

THANK YOU FOR YOUR BUSINESS!

New Haven Public Schools

Business Office
 54 Meadow Street
 New Haven, CT 06519-1743
 Fax 203•946•7436

INVOICE

INVOICE NO: 7211
 DATE: October 18, 2017

2

To:

Kim Planas Director of Pupil Services
 Hamden Public Schools
 60 Putnam Street
 Hamden, CT 06517-2825

	P.O. NUMBER	SERVICE START DATE	SERVICE END DATE	TERMS
Sound				

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Student attending Sound School 2017/18		\$0.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
1	XXXXXXXXXX	\$6,823.00	\$6,823.00
		SUBTOTAL	\$40,938.00
		TOTAL DUE	

Make all checks payable to: New Haven Public Schools
 If you have any questions concerning this invoice, call: Joann D'Angelo, 475-220-1330

THANK YOU FOR YOUR BUSINESS!

New Haven Public Schools

Business Office
 54 Meadow Street
 New Haven, CT 06519-1743
 Fax 203-946-7436

INVOICE

INVOICE NO: 7211
 DATE: October 18, 2017



To:

Kim Planas Director of Pupil Services
 Hamden Public Schools
 60 Putnam Street
 Hamden, CT 06517-2825

	P.O. NUMBER	SERVICE START DATE	SERVICE END DATE	TERMS
Sound				

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Student attending Sound School 2017/18 XXXXXXXXXX	\$6,823.00	\$6,823.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		SUBTOTAL	\$6,823.00
		TOTAL DUE	\$129,637.00

Make all checks payable to: New Haven Public Schools
 If you have any questions concerning this invoice, call: Joann D'Angelo, 475-220-1330

THANK YOU FOR YOUR BUSINESS!



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 # **01801225-00**

Delivery must be made within doors of specified destination.

Vendor

ACES
205 SKIFF STREET

HAMDEN, CT 06517-1095

3

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		01801240		KPearce/jml			
Date Ordered		Vendor Number		Date Required		Freight Method/Terms		Department/Location	
10/18/17		000036		09/25/17				PUPIL PERSONNEL SERVICES	
Item#	Description/Part No.			Qty/Unit	Cost Each	Extended Price			
001	ENCUMBRANCE All programs multiple students 2017-18 SY Act est need: 4,533,903			1.00 EACH	4207552.75000	4,207,552.75			
	11002010-561					4,207,552.75			
					PO Total	4,207,552.75			
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 M. Melillo
Director of Finance and Operations