MEMORANDUM

TO: Budget Committee, Middletown Board of Education
Dr. Macary, Superintendent of Schools
FROM: Natalie Forbes, Executive Director of Finance
RE: Follow Up to October 26, 2026 Budget Committee Meeting
DATE: November 2, 2026

VI. Summary of Account balances

GRANTS

Grants Approved in State Electronic Grants Management System (EGMS) since the October 26 budget meeting.

Even Start (Adult Education)	Office of Early Childhood	$181,818
Alliance	CT State Dept. Education	$11,531,952
Nita Lowery 21st Century Community Learning Centers (Bielefield-- Afterschool)	CT State Dept. Education	$136,636
Nita Lowery 21st Century Community Learning Centers (Spencer-- Afterschool)	CT State Dept. Education	$107,501
ARPA Operations support for early care and education programs	Office of Early Childhood	$25,000
Title 3-Language Instruction for English Learners and Immigrant Students	CT State Dept. Education	$39,324
State Bilingual Grant-- enables students to achieve English proficiency, academic mastery of subject matter content and higher order skills to meet appropriate grade promotion and graduation requirements.	CT State Dept. Education	$15,945

Grants Submitted to EGMS

Title 1 (includes 5 private schools in Middletown) * —to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps	CT State Dept. Education	$1,215,698

Title 2 (includes 5 private schools in Middletown) * —to support effective instruction	CT State Dept. Education	$160,230
IDEA 611 + IDEA 619--Assistance to States for the Education of Children with Disabilities and Preschool Grants for Children with Disabilities, ages 3-SY in which student turns 22	CT State Dept. Education	$1,529,616
SEED—Special Education, new positions	CT State Dept. Education	$367,102
Title IV (includes 5 private schools in Middletown) * —compensatory supports	CT State Dept. Education	$82,885
Perkins—Career & Technical Education	CT State Dept. Education	$80,509

Grants in Progress in EGMS

Postsecondary Readiness—SAT and Industry Certifications	CT State Dept. Education	$4,300

* **The five private schools in Middletown for 2025-26 Title I, II, III & IV are:**

- Xavier High School
- Mercy High School
- St. John Paul II
- Rushford Day School
- Queen of the Apostles

Private School participation is based on October 1, 2025 enrolment at all schools.

STUDENT ACTIVITIES ACCOUNTS

MHS

The major expenditures over the prior month for MHS Student Activities accounts were scholarship payments to colleges.

Beman
The major expenditures over the prior month for the Beman Middle School Student Activities accounts were: Camp Ingersoll field trips for 7th grade, and Beman Robotics for team competitions.

VII. Budget Transfer Request

A **total of $4,846 was transferred to the performing arts supply line** for marching band uniform items, and tee shirts for the Beman and MHS Band day.

Journal Entry 40165-- $1,850

Embroidered Trombone Slide Cover—12 x $79.95 = $959.40

Vectorize Logo--$30

Deluxe Cotton Military Gloves 108 x $4.60 = $496.80

Gloves Fingerless Cotton 42 x $3.90 = $163.80

Shipping--$200

Total = $1,850

Journal Entry 40174--$2,996

Beman and MHS Band day

200 Uniform Tops—Long Sleeve T-shirts x $14.98

Total = $2,996.

VII.B. Food and Nutrition

1. Have the funds been received for summer programs (State/Federal). Yes, all of the funds have been received by MPS.
2. Can you provide a comparative report for July 1-Sept 30, 2025, and July 1-Sept 30, 2026?
    - The Acting Co-Director Erin Thazmapallath shared including Health Insurance benefits, the loss as at September 30, 2025 would have been -$271,125.97.
    - Compared to last year's reimbursements July 1-September 30, the district has brought in $21,948.57 less in reimbursements.
    - Some of the difference is due to a lower reimbursement percentage for meals in the 2026-27 school year.

IX. Vendor Contracts

Purchasing Procedures and Quarterly Purchase Order Reporting

Purchases Under $10,000

Departments may purchase goods and services from vendors of their choosing for purchases under $10,000, provided sufficient funding is available, and all applicable purchasing policies and procedures are followed.

Purchases of $10,000 or More

Purchases of $10,000 or more are subject to additional purchasing requirements and approval procedures. The Middletown Common Council requires the City and Board of Education purchasing departments to submit quarterly reports identifying purchase orders that meet or exceed the $10,000 reporting threshold.

The following purchasing requirements apply based on the estimated cost of the purchase:

- **$10,000 to less than $35,000:** At least three vendor quotes are required.
- **$35,000 or more:** A formal competitive bidding process or Request for Proposals (RFP) is required.

In certain circumstances, the Middletown Board of Education Purchasing Policies may waive the competitive bidding, quotation, or proposal requirements, even when the estimated purchase exceeds the applicable dollar thresholds. These exceptions require completing the **BOE's Bid Waiver Form** and meeting the criteria established in district policy. Examples include:

- Proprietary product or sole-source provider
- Emergency purchases
- State, federal, or cooperative purchasing contracts
- Situations in which time is a critical factor
- Circumstances in which a formal purchasing process would result in higher costs, inefficient use of personnel, or substantial disruption to school operations

Purchase Order Approval Process

The purchase order process begins when a department submits a requisition for the goods or services it intends to purchase. Requisitions of $10,000 or more require approval from the department head, Business Office, Business Manager, and Superintendent.

During the review process, each requisition is evaluated to confirm that funding is available, the appropriate budget line is charged, supporting documentation—including applicable contracts or agreements—is provided, and the purchase complies with district purchasing policies and procedures. These reviews help ensure appropriate fiscal oversight, budgetary control, and compliance with established purchasing requirements.

Exhibit I: Quarterly Purchase Orders of $10,000 or More

Exhibit I identifies approved purchase orders of $10,000 or more for the quarter under review. The report includes the purchase order date, vendor, department, and amount, along with columns for Description and Purchasing Details. This column explains the purpose of the purchase and provides relevant information regarding the purchasing method or justification for approval.

Purchase Order Encumbrances

Some purchase orders listed in Exhibit I are identified as *encumbrances*. An encumbrance is an internal reservation of budgetary funds to support anticipated purchases or expenditures. It does not necessarily represent a commitment to purchase the full amount from the vendor, nor does it guarantee that the vendor will receive the full amount shown on the purchase order.

For example, the district may establish a $15,000 encumbrance with NAPA Auto Parts to support anticipated vehicle maintenance and repair needs throughout the fiscal year. Instead of starting a separate purchasing process for every small part, authorized staff can obtain necessary parts and process payments against the encumbrance, subject to applicable purchasing procedures and available funds.

The actual expenditures may be less than the encumbered amount, depending on the district's needs throughout the year. This approach supports timely purchasing, streamlines routine transactions, and maintains budgetary oversight.