

**BRANFORD BOARD OF EDUCATION
PERSONNEL & FINANCE COMMITTEE MEETING MINUTES**

DATE: February 15, 2017 **LOCATION:** Branford High School Lower Media Center
Branford, CT

SUBJECT: Personnel & Finance Committee Meeting

Page 1 of 2

ATTENDANCE

HERE	ATTENDEE	AFFILIATION
Y	Judith Hotz, Chair	Board of Education
Y	Michael Krause, CIC	Board of Education
N	Joanne Borrus	Board of Education
N	Maria Ehrhardt	Board of Education
N	Dr. Kate Marsland	Board of Education
Y	John O'Connor	Board of Education
N	John Prins	Board of Education
Y	Elizabeth Regan	Board of Education
N	Shannen Sharkey	Board of Education
Y	Hamlet M. Hernandez, Superintendent	Central Office
Y	Dr. Anthony Buono, Assistant Superintendent	Central Office
Y	Charles Cicarella, Jr., Student Services Director	Central Office
Y	Donald Neel, Chief Operating Officer	Central Office

Others present: Joe Carbone

BUSINESS ITEMS

ITEM	DESCRIPTION
-------------	--------------------

CALL

01 Meeting was called to order at 6:05 P.M. by Judith Hotz, Committee Chair.

APPROVAL OF MINUTES

02 MOTION (O'Connor/Krause) to approve minutes from the January 11, 2017 Personnel & Finance Committee Meeting.
APPROVED UNANIMOUSLY

DISCUSSION/CONSENT ITEMS

- 03** **2016/2017 Monthly Expenditures**
Donald Neel, presented the monthly expenses. Mr. Neel noted that the budget is currently 90.2% encumbered. He pointed out a particular line item that appeared inconsistent: "other purchased services" representing special education training for teachers - the item will be transferred to the correct line item by next month.
- 04** **2016/2017 Special Education Tuition & Transportation**
Charles Cicarella presented the Special Education Tuition & Transportation budget. Mr. Cicarella stated that expenses are on track as expected. March represents the next filing of Special Education Data Application and Collection (SEDAC) that is used to calculate Excess Cost Reimbursement from the state, though we budget for only 75% of that figure.
- 05** **Personnel Report**
Donald Neel, provided an update on personnel. He reported that the new time clock - payroll system is up and running, with only a few glitches that are being worked out with the help of staff in Central Office and the administrative staff in the schools. About a dozen employees attended a workshop in January on retirement, resulting in a handful of announced retirements.

Continued...

**BRANFORD BOARD OF EDUCATION
PERSONNEL & FINANCE COMMITTEE MEETING MINUTES**

DATE: February 15, 2017 **LOCATION:** Branford High School Lower Media Center
Branford, CT

SUBJECT: Personnel & Finance Committee Meeting

Page 2 of 2

ADJOURN

06 The meeting was adjourned at 6:11 P.M. by Chair, Hotz.

**The next Personnel & Finance Committee Meeting will be
Wednesday, March 22, 2017 at 6:30 PM at Branford High School, Lower Media Center.**

**Respectfully submitted,
Elizabeth Regan
Secretary**