

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

**DATE: May 10, 2017**

**LOCATION: Branford High School Lower Media Center  
Branford, CT**

**SUBJECT: Personnel & Finance Committee Meeting**

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**ATTENDANCE**

<b>HERE</b>	<b>ATTENDEE</b>	<b>AFFILIATION</b>
Y	Judith Hotz, Chair	Board of Education
Y	Michael Krause, CIC	Board of Education
Y	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:

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**BUSINESS ITEMS**

- | <b>ITEM</b>                     | <b>DESCRIPTION</b>   |
|---------------------------------|--|
| <b>CALL</b>                     |  |
| 01                              | Meeting was called to order at 6:35 pm by Judith Hotz, Committee Chair.  |
| <b>APPROVAL OF MINUTES</b>      |  |
| 02                              | MOTION (O'Connor/Krause) to approve minutes from the April 26, 2017 Personnel & Finance Committee Meeting.<br>APPROVED UNANIMOUSLY   |
| <b>DISCUSSION/CONSENT ITEMS</b> |  |
| 03                              | <b><u>2016/2017 Monthly Expenditures</u></b><br>Donald Neel, presented the monthly expenses. Mr. Neel noted that auditors are expected next week. The budget is 95.9% encumbered, which is just where he hoped to be at this point.  |
| 04                              | <b><u>2016/2017 Special Education Tuition &amp; Transportation</u></b><br>Charles Cicarella, presented the Special Education Tuition & Transportation budget. Mr. Cicarella stated as we approach the end of the year, and continue to budget for 75% of Excess Cost Reimbursement, the District is projecting about \$142,000 in residuals. |
| 05                              | <b><u>Personnel Report</u></b><br>Donald Neel, provided an update on personnel. He reported that open enrollment was beginning for employees changing to the High Deductible plan with HSA. The District's self-insurance account is where it needs to be for this time of year.   |
| <b>ADJOURN</b>                  |  |
| 06                              | The meeting was adjourned at 6:42 PM by Chair, Hotz.   |

**The next Personnel & Finance Committee Meeting will be  
Wednesday, June 7, 2017 at 6:30 PM at Branford High School, Lower Media Center.**

**Respectfully submitted,  
Elizabeth Regan  
Secretary**