

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

DATE: September 6, 2017

LOCATION: Branford High School Lower Media Center
Branford, CT

SUBJECT: Personnel & Finance Committee Meeting

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ATTENDANCE

HERE	ATTENDEE	AFFILIATION
N	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
Y	John Prins	Board of Education
Y	Elizabeth Regan	Board of Education
Y	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: Meredith Gaffney, parent

BUSINESS ITEMS

- | ITEM | DESCRIPTION |
|-------------|---|
| | CALL |
| 01 | Meeting was called to order at 6:42 PM by Mike Krause, BoE Chairman. |
| | APPROVAL OF MINUTES |
| 02 | MOTION (Prins/O'Connor) to approve minutes from the June 14, 2017 Personnel & Finance Committee Meeting.
APPROVED UNANIMOUSLY |
| | DISCUSSION/CONSENT ITEMS |
| 03 | <u>2016/2017 End of the Year Expenditures</u>
Mr. Neel reported that we are in a position to return approximately \$98,000 to the town, in the close of the fiscal year. |
| 04 | <u>2017/2018 Monthly Expenditures</u>
Mr. Neel reported that the General Operating Fund is approximately 68.1% encumbered, the Pupil Services is approximately 68.7% encumbered for a consolidated total of 68.2% encumbered, which is where he would expect to be at this time of the year. |
| 05 | <u>2016/2017 Special Education Tuition & Transportation End of the Year Expenditures</u>
Mr. Cicarella reported that a combined \$3.4 million was expended on tuition and transportation, creating a budget deficit of \$456,000 prior to the Excess Cost Reimbursement. A reimbursement of \$616,380 is expected, leaving \$159,841 to be returned to the District's general fund. |
| 06 | <u>2017/2018 Special Education Tuition & Transportation Monthly Expenditures</u>
Mr. Cicarella reported that we begin the year with a tuition budget of \$2,262,226 and transportation budget of \$744,613 (\$3,006,839). The approximately \$400,000 reduction in budget from last year is due to the professional development and planning that allows us to keep more students with special needs in the district. Superintendent Hernandez and the Board commend Mr. Cicarella for his work. By October, we should have a stronger sense of the stability of our needs, and hopefully, a better sense of what we can expect from the State. |

Continued...

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DISCUSSION/CONSENT ITEMS (Continued)

07 **Personnel Report**

Mr. Neel presented the September Personnel Report to the Board. He shared that 15 new certified and 16 non-certified staff have joined BPS. Mr. Hernandez noted that the few (4) resignations that occurred were the result of staff members moving on to “bigger and better” things and wished them all well.

ADJOURN

08 Chairman Krause adjourned the meeting at 6:57 PM.

**The next Personnel & Finance Committee Meeting will be
Wednesday, October 18, 2017 at 6:30 PM at Branford High School, Lower Media Center.**

Respectfully submitted,
Elizabeth Regan
Secretary