

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

DATE: December 12, 2018

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

SUBJECT: Personnel & Finance Committee Meeting

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ATTENDANCE

HERE	ATTENDEE	AFFILIATION
Y	John O'Connor, Committee Chair	Board of Education
Y	Joanne Borrus	Board of Education
N	Maria Ehrhardt	Board of Education
Y	Michael Krause, CIC	Board of Education
N	Ellen Michaels	Board of Education
Y	Dawn Perrotti	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	Rachel Sexton, Assistant Superintendent	Central Office
Y	Charles Cicarella, Jr., Student Services Director	Central Office
Y	Donald Neel, Chief Operating Officer (COO)	Central Office

Others present:

CALL

01 Meeting was called to order at 6:36 PM by the Chair, John O'Connor.

02 **APPROVE MINUTES**

Motion (Perrotti/Borrus) to approve the minutes of the November 7, 2018 Personnel & Finance Committee Meeting.

Approved Unanimously

DISCUSSION/CONSENT ITEMS

03 **2018/2019 Monthly Expenditures**

Don Neel, COO, reported that the Pupil Services budget is 69.4% committed, the General Operations budget is 82.6% committed, with a consolidated General Fund budget of 80.3%. Mr. Neel stated that we are on budget and in a healthy position.

Mr. Neel also reported that the town and the BOE has had several months of testing regarding moving our Financial, Human Resources and Payroll system from a locally hosted system at the Town to what they call Software as a Service, a hosted solution by the software company that is located in Maine. This was supported by the Town and District staff and tested by Kevin Goodrich. Mr. Neel stated that the District went dark on Thursday and on Friday everything worked like clockwork. He concluded by saying this was a successful project.

04 **2018/2019 Special Education Tuition & Transportation Monthly Expenditures**

Charles Cicarella, Student Services Director, stated that compared to last month there was a slight decrease in expenses for the end of the year related to placement changes and service adjustments of students. Mr. Cicarella reported that expenses are sitting at 2.3 million dollars for tuition, a reduction of \$24,000 compared to last month. There was a slight reduction in transportation of \$785 compared to last month. Mr. Cicarella stated that we are looking at transportation expenses of \$751,000 for combined expenses of 2.98 million dollars, against a budget of 3.1 million dollars, showing residuals of \$97,800. He concluded by saying that we are in a healthy position and the program is holding steady.

Continued...

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05 **Personnel Report**

Don Neel presented the December Personnel Report to the Board. Mr. Neel stated that Sharon Weirsman, started as the interim principal at John B. Sliney (JBS) School in November and “comes with a lot of experience” and has “proven to be a really good choice.” Mr. Neel stated that the JBS Principal Hiring Committee met yesterday and will meet again tomorrow. Shannen Sharkey is the BOE member on the committee. The goal of the committee is to select the two best candidates to recommend to the Superintendent for consideration. The Committee is hoping to conclude tomorrow.

PUBLIC COMMENT

There were no public comments at tonight’s meeting.

ADJOURN

06 Mr. O’Connor adjourned the meeting at 6:45 PM.

**The next Personnel & Finance Committee Meeting will be
January 9, 2019 at 6:30 PM at Branford High School, Lower Media Center.**

Respectfully submitted,
Elizabeth Regan
Secretary

Prepared by,
Kerry Eyrich