

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

DATE: February 21, 2018 **LOCATION:** Branford High School Lower Media Center
Branford, CT

SUBJECT: Personnel & Finance Committee Meeting

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ATTENDANCE

HERE	ATTENDEE	AFFILIATION
N	Michael Krause, CIC, Interim Committee Chair	Board of Education
Y	Joanne Borrus	Board of Education
Y	Maria Ehrhardt	Board of Education
N	Ellen Michaels	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
N	Emily Borst	Student Representative
N	Madison Daniels	Student Representative
N	Jayleen Flores	Student Representative
N	GianCarlo Giannini	Student Representative
N	Lisa Kroeber	Student Representative
Y	William Riggs	Student Representative
Y	Daniel Shamas	Student Representative
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: Donna Mingrone, Director of Technology, Joseph Carbone, Supervisor of Buildings & Grounds

BUSINESS ITEMS

ITEM DESCRIPTION

CALL

01 Meeting was called to order at 7:16 PM by the BOE Vice Chair, John O'Connor.

APPROVAL OF MINUTES

02 Motion (Borrus/Ehrhardt) to approve the meeting minutes from the January 10, 2018 Personnel & Finance Committee meeting.
APPROVED UNANIMOUSLY

DISCUSSION/CONSENT ITEMS

03 **2017/2018 Monthly Expenditures**
Mr. Neel reported that general operations budget is 85% committed and the special education budget is 82.3% committed with a solid commitment of 84.5%. He stated that the District is in fine shape. Mr. Neel state that there is one item that he would like to highlight which is the food service program. This has been a subsidy that has been losing money and we are required to out of our general fund budget to make up the deficit. The program is on track to lose a significant amount of money. Mr. Neel stated that he elected not to renew Chartwells contract for next year in addition the State has also required that the food service contract go out to bid next year.

Continued...

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DISCUSSION/CONSENT ITEMS (Continued)

04 **2017/2018 Special Education Tuition & Transportation Monthly Expenditures**

Mr. Cicarella reported that there was a substantial change this month with reduction of \$22,600 in tuition expenses. Projected tuition expenses estimated for June 30th is 2.25 million dollars there was a reduction of transportation costs of approximately \$32,000. Overall Special Education Tuition and Transportation looks to be about 2.9 million dollars effective June 30, 2018 out of a 3 million dollars budget, leaving a fund balance of approximately \$81,000.

05 **Personnel Report**

Mr. Neel presented the February Personnel Report to the Board. He stated that the only change to the report is Ms. Ogren retirement date which is June 30th instead of July 1st.

06 **2017-2018 School Year Calendar Amended**

Superintendent Hernandez discussed amending the 2017-2018 Calendar to reflect having Good Friday, March 30th off. He stated that the certified staff have the option in their contract to observe religious holidays and currently there are 80 requests to have Good Friday off it would be best to close the District since there would not be enough substitute teachers available to staff the District.

MOTION (Borrus/Earhardt) to send the amended 2017/18 school year calendar to the Full Board for approval.
APPROVED Unanimously

07 **School Year Calendar 2018-2019**

Superintendent Hernandez discussed two options of the 2018-2019 school year calendar to be considered by Board Members. The only difference in the calendars is March 13th on Option 1 is an early release day for students making June 10th the last day for students and June 11th the last day for staff and on Option 2 it is a day off for students making June 11th the last day for both staff and students. Both options have student returning to school after Labor Day. When asked, Superintendent Hernandez said his recommendation would be Option 1.

MOTION (Earhardt/O'Connor) to send 2018/19 school year calendar Option 1 to the Full Board for approval.
APPROVED UNANIMOUSLY

08 **FY 19 Education & Capital Budget Review**

The Board Members reviewed and discussed the Superintendents recommended FY 19 Education & Capital Budget.

MOTION (Borrus/Earhardt) to send FY 19 Education and Capital Budget to the Full BOE for approval.
APPROVED UNANIMOUSLY

PUBLIC COMMENT

Robin Comey, District parent and RTM Member, discussed her opinion and that of others that the District Tennis courts needed repair and her pleasure at seeing it in Mr. Carbone's budget.

ADJOURN

09 MOTION (Borrus/Sharkey) to adjourn. BOE Vice Chair, O'Connor adjourned the meeting at 8:52 PM.

**The next Personnel & Finance Committee Meeting will be
Wednesday, March 14, 2018 at 6:30 PM at Branford High School, Lower Media Center.**

Respectfully submitted,
Elizabeth Regan
Secretary