

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

DATE: June 13, 2018

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

SUBJECT: Personnel & Finance Committee Meeting

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ATTENDANCE

HERE	ATTENDEE	AFFILIATION
Y	Michael Krause, CIC, Interim Committee Chair	Board of Education
Y	Joanne Borrus	Board of Education
N	Maria Ehrhardt	Board of Education
Y	Ellen Michaels	Board of Education
Y	John O'Connor	Board of Education
Y	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 Rachel Sexton, incoming Assistant Superintendent

CALL

- 01** Meeting was called to order at 6:31 PM by the Interim Chair, Michael A. Krause.

APPROVAL OF MINUTES

- 02** Motion (Borrus/O'Connor) to approve the meeting minutes from the May 9, 2018 Personnel & Finance Committee meeting.

APPROVED UNANIMOUSLY

DISCUSSION/CONSENT ITEMS

03 **2017/2018 Monthly Expenditures**

Mr. Neel reported that the 2017-2018 pupil services budget is 93.3% committed, and the general operations budget is 91.1% committed, for combined general fund commitment of 91.5%. The available budget remaining is almost entirely made up of the self-insurance payment due to the town and tuition & transportation funding due. He also noted that the food service contract was rebid and the existing food service company - Chartwells - was awarded the contract. There are some significant changes to the contract, limiting the school district's exposure. The new contract also includes variable pricing on management and administrative fees, and also stipulates a clause encouraging employee input. The new proposal projects a surplus, guaranteed by the administrative and management fees. Cost to families is not expected to increase this year.

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

Mr. Cicarella reported that the special education tuition spending thus far is at \$2.3 million, slight increase based on new student costs. Transportation spending is at \$692,000, for a combined total of \$2.95 million out of a \$3 million budget, leaving a fund balance of \$56,035. There are still some costs remaining related to students who are out of district and may not be completely done with school at the

Continued...

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04 2017/2018 Special Education Tuition & Transportation Monthly Expenditures (Continued)

closing of the report. Mr. Cicarella was commended for the budget management and he, in turn, commended administrators and teachers for supporting students and keeping children in district as much as we are able. Mr. Cicarella noted a posting for a school marriage and family therapist for Branford High School - to address the leading indicator of increased anxiety and depression among children.

05 Personnel Report

Mr. Neel presented the June Personnel Report to the Board. He noted that of the four teachers who were terminated due to reduction in force, three of them have been recalled. The district payroll person has resigned and this has brought focus to the system of payroll and accountability. Some changes will be expected in the central office to shift responsibility, and build redundancy to important functions such as payroll.

ADJOURN

06 MOTION (Borrus/O'Connor) to adjourn. Mr. Krause adjourned the meeting at 6:52 PM.

**The next Personnel & Finance Committee Meeting will be
August 8, 2018 at 6:30 PM at Branford High School, Lower Media Center.**

Respectfully submitted,
Elizabeth Regan
Secretary