

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

DATE: November 7, 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
Y	Maria Ehrhardt	Board of Education
N	Michael Krause, CIC	Board of Education
Y	Ellen Michaels	Board of Education
N	Dawn Perrotti	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	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 6:33 PM by the Chair, John O'Connor.

02 **APPROVE MINUTES**

Motion (Borrus/Ehardt) to approve the minutes of the October 10, 2018 Personnel & Finance Committee Meeting.

Approved Unanimously as amended.

DISCUSSION/CONSENT ITEMS

03 **2018/2019 Monthly Expenditures**

Don Neel, COO, reported that the Pupil Services Budget is 65% committed, the General Operations Budget is 77.6% committed for a consolidated commitment of 75.4%. He stated that this is up significantly from last month particularly in the general operations side because we usually book 50% of our contribution to our health insurance/self-insurance and also our entire continuation to our worker's compensation fund at this time of year. Mr. Neels stated that he did not have any concerns and he felt that "we are in good shape".

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

Charles Cicarella, Student Services Director, stated that there was a slight increase of \$22,000 projected tuition expenses for the end of the year with projected expenses for June 30th of 2.25 million dollars. There was a slight increase over last month for tuition expenses of \$1,800. We are looking at \$752,000 in projected transportation costs, with a total projected expenses are approximately 3 million dollars that goes against a budget of 3.78 million dollars, showing an anticipated projected balance on June 30 of \$72,000.

Continued...

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05 **Personnel Report**

Mr. Neel presented the November Personnel Report to the Board. Mr. Neel stated that there was not a tremendous amount of activity in since last month. He noted that Principal Gethings from Sliney School will be leaving us. We currently are in the process of selecting interim leadership and anticipate a few days of overlap to have orientation and a smooth transition. The posting for the permanent position has gone out and we anticipate interviewing in the month of December.

Mrs. Regan asked about volunteer coaching and if it was a State requirement that they be certified to which Mr. Neel responded yes, they do need to be certified.

Mr. Prins asked about the upcoming budget and its process and added that perhaps we could have a further conversation at the December Personnel & Finance Committee Meeting.

PUBLIC COMMENT

There were no public comments at tonight's meeting.

ADJOURN

07 MOTION (Borris/Ehrhardt) to adjourn. Mr. O'Connor adjourned the meeting at 6:44 PM.

**The next Personnel & Finance Committee Meeting will be
December 12, 2018 at 6:30 PM at Branford High School, Lower Media Center.**

Respectfully submitted,
Elizabeth Regan
Secretary

Prepared by,
Kerry Eyrich