

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

**DATE:** December 18, 2019      **LOCATION:** Branford High School Lower Media Center  
Branford, CT

**SUBJECT:** Personnel & Finance Committee Meeting

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| <u>HERE</u> | <u>ATTENDEE</u>                                   | <u>ATTENDANCE</u> | <u>AFFILIATION</u> |
|-------------|---|-------------------|--------------------|
| N           | Dawn Perrotti, Committee Chair                    |                   | Board of Education |
| N           | 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           | John Prins  |                   | Board of Education |
| N           | Elizabeth Regan                                   |                   | Board of Education |
| Y           | Shannen Sharkey                                   |                   | Board of Education |
| Y           | Hamlet M. Hernandez, Superintendent               |                   | Central Office     |
| N           | Rachel Sexton, Assistant Superintendent           |                   | Central Office     |
| N           | Charles Cicarella, Jr., Student Services Director |                   | Central Office     |
| Y           | Donald Neel, Chief Operating Officer (COO)        |                   | Central Office     |

Others present:

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**CALL**

**01** In the absence of Committee Chair, Dawn Perrotti, the meeting was called to order at 6:23 PM by BOE Chair, Shannen Sharkey.

**APPROVE MINUTES**

**02** MOTION (Krause/Sharkey) to approve the minutes from the November 13, 2019 Personnel & Finance Committee Meeting.  
APPROVED UNANIMOUSLY

**DISCUSSION/CONSENT ITEMS**

**03** **2018/2019 Monthly Expenditures**  
Don Neel reported that through the end of November the Pupil Services Budget is 69.9% committed, the General Fund is 83.8% committed for a total consolidation of 81.3% of our budget. Mr. Neel added that there is a \$6,500 provision in the budget to supplement any loss that might happen in the food service budget. It doesn't look like we will be needing to utilize this amount since Chartwells is on target to make their number which is expected to be well in the black. Mr. Neel stated that the number of breakfast's that we have been serving is up 14% over last year. Mr. Neel thanked John Turenne, from Chartwells, for securing grants in the amount of \$1,800 for Tisko School and \$2,100 for Murphy School from the New England Dairy Council. Mr. Neel reported that we intend to buy equipment that allows us to offer breakfast right in the lobby as the kids come off the bus.

**04** **2018/2019 Special Education Tuition & Transportation Monthly Expenditures**  
In the absence of Charles Cicarella,, Mr. Neel presented this evenings Special Education Tuition & Transportation Monthly Expenditures Report. He stated the tuition budget is currently \$2,455,000 with projected total expenses of \$2,377,056, leaving a projected tuition balance of \$77,944. For transportation we have a budget of \$732,776, total expenses are currently projected at \$694,297 for a projected transportation balance of \$38,479 and a combined projected balance of \$116,423.

Continued...

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**05 Personnel Report**

Don Neel stated that we have engaged a Nurse Consultant, who came highly recommended by the State's Department of Education, to work with us to support our nurses and to help us develop an evaluation process for them. Mr. Neel noted that Dr. Young has been very supportive in this process as well. Mr. Neel stated that he along with Dr. Young and the Nurse Consultant met with the nurses a couple of weeks ago. He continued to say that the nurses were very receptive of this support. The consultant will be a presence in the schools one to two times a week for the rest of the school year and she has already provided us with really good information. Mr. Neel concluded by saying that we are happy to be able to support our nurses in this way.

**PUBLIC COMMENT**

There were no public comments made at tonight's meeting.

**ADJOURN**

**06** MOTION (Krause/Sharkey) to adjourn. APPROVED UNANIMOUSLY

Ms. Sharkey adjourned the meeting at 6:31 PM.

**The next Personnel & Finance Committee Meeting will be  
January 8, 2020 at 6:30 PM at Branford High School, Lower Media Center.**

Respectfully submitted,  
*Elizabeth Regan*  
Secretary

Prepared by,  
*Kerry Eyrich*