

**Manchester Board of Education
Personnel & Finance Committee Report
February 19, 2014**

Attendees: Mike Crockett, Neal Leon, Deb Hagenow, Chris Pattacini (via telephone), Pat Brooks

The Committee entered into Executive Session to discuss contract negotiations. At 5:45 p.m., the Committee returned to open session.

Mrs. Brooks reviewed the FY2012-2013 Blum Shapiro audit report with the Committee. There were no audit findings except for minor changes to the ED001, End of Year Report.

Mrs. Brooks shared the Kelly Educational Staffing, Mid-School Year Partnership Review, for the 2013-2014 school year. This school year, Kelly Services has been able to provide substitute coverage for 92% of the district absences. Prior to contracting with Kelly Services, when Manchester Public Schools employed the substitutes, the fill rate was approximately 70%.

Kelly Services has done an excellent job providing the district with qualified substitute coverage for the past 6 years. Administration has decided to go out to bid in the spring to make sure that the district is contracting with the vendor that can provide the district with substitute staffing at the best price.

Mrs. Brooks informed the Committee that the FY2012-2013 tuition revenue billed and received was \$105,530.88. The Town received \$5,530.88 more than projected to support the FY2012-2013 budget.

Mrs. Brooks asked the Committee if the March 19, 2014, meeting could be moved or canceled due to her not being able to attend due to personal business. The consensus of the Committee was to cancel the March 19th meeting.

The next meeting will be held on April 23, 2014, at 5:30 p.m., in the Board Room at Central Office.

Respectfully submitted,



Patricia F. Brooks
Assistant to the Superintendent
Finance and Management