BRANFORD BOARD OF EDUCATION

PERSONNEL & FINANCE COMMITTEE MEETING MINUTES

DATE: April 17, 2024 LOCATION: Walsh Intermediate School Cafeteria

185 Damascus Road, Branford, CT

SUBJECT: Personnel & Finance Committee Meeting

ATTENDANCE		
HERE	ATTENDEE	AFFILIATION
Y	Meaghan DeLucia, Committee Chair	Board of Education
Y	Peter Berdon	Board of Education
Y	Judith Barron	Board of Education
N	Marie McNamara	Board of Education
Y	Ellen Michaels	Board of Education
N	Ram Shrestha	Board of Education
Y	Shawn Tiernan	Board of Education
Y	Laura Troidle	Board of Education
Y	Dr. Christopher Tranberg, Superintendent	Central Office
N	Allison Moran, Assistant Superintendent	Central Office
N	Charles Cicarella, Jr., Student Services Director	Central Office
Y	Michael Lopes, Finance Manager	Central Office
Others pr	esent:	

CALL

01 The meeting was called to order at 6:30 PM by Meaghan DeLucia.

PUBLIC COMMENT

There were no public comments made at this evening's meeting.

APPROVE MINUTES

02 A. MOTION (Michaels/Barron) to approve the minutes from the March 13, 2024 Personnel & Finance Committee Meeting.

APPROVED UNANIMOUSLY

DISCUSSION/ACTION ITEMS

03 A. 2023/2024 Monthly Expenditures

Michael Lopes stated that we are 96.2% encumbered and spent, General Operations is 99% encumbered and spent, Pupil Services is 85% spent (not including transportation and tuition), this last month we have cut off requisitions for ordering (mostly for supplies), we now can figure out what projects must be completed and what open PO's and encumbrances are not going to be utilized.

04 C. Personnel Report

In his report this evening Mr. Lopes stated that there weren't any major changes this month. However, there were a few appointments of Special Education RDT's.

05 D. ESSER Report

Mr. Lopes gave an overview of how the ESSER funds have been spent as of April 10. He stated that the State has offered the opportunity for fund requests in advance for encumbrances as a way to ensure that all monies are spent (for example if someone is employed through the end of the year it can be funded upfront), for ARP ESSER we will spend the full balance, the only things not encumbered pertain to the Summer Program (next fiscal year, slightly less than \$300,000) and lastly, there was a budget revision which makes it slightly different from last report.

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DISCUSSION/ACTION ITEMS (Continued)

05 B. 2023/2024 Special Education Tuition & Transportation Monthly Expenditures

Dr. Tranberg reported that in Special Education we are in the red by \$537,188, transportation is up \$62,116 for a consolidated negative of \$475,072. Dr. Tranberg concluded by answering a question from last month regarding when we should be concerned and he stated that we are in an okay place and you can tell this by special education being expended by 85% and there is also some anticipated transitioning (these lines should be more favorable next month).

ADJOURN

06 MOTION (Michaels/Barron) to adjourn. APPROVED UNANIMOUSLY

Mr. Berdon adjourned the meeting at 6:43 PM.

The next Personnel & Finance Committee Meeting will be May 8, 2024, at 7:00 PM at Walsh Intermediate School Cafeteria.

Respectfully submitted, Meaghan DeLucia Secretary Prepared by, Kerry Eyrich