

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

DATE: December 11, 2024
LOCATION: Walsh Intermediate School
Collaboration & Innovation Center (Room 112), 185 Damascus Road,
Branford, CT
SUBJECT: Personnel & Finance Committee Meeting

ATTENDANCE

HERE	ATTENDEE	AFFILIATION
Y	Meaghan DeLucia, Committee Chair <u>(Virtual)</u>	Board of Education
Y	Peter Berdon	Board of Education
Y	Judith Barron <u>(Virtual)</u>	Board of Education
Y	Adam Greenberg <u>(Virtual)</u>	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
Y	Allison Moran, Assistant Superintendent	Central Office
Y	Blaize Levitan, Chief Operating Officer	Central Office
N	Charles Cicarella, Jr., Student Services Director	Central Office
Y	Kimberly Castoro, Director of Business Services	Central Office

Others present:

CALL

- 01** The meeting was called to order at 8:00 PM by BOE Chair, Peter Berdon.

PUBLIC COMMENT

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

APPROVE MINUTES

- 02** A. MOTION (Greenberg/Michaels) to approve the minutes from the November 13, 2024 Personnel & Finance Committee Meeting.
APPROVED UNANIMOUSLY

DISCUSSION/ACTION ITEMS

- 03** A. **2024/2025 Monthly Finance Reports**
a. **2024/2025 Special Education Tuition & Transportation Monthly Expenditures**
b. **Personnel Report**

This evening Mr. Levitan reported/discussed/highlighted the following: we are getting to the point where we can start running projections on where we are going to land with every known major contractual obligation being encumbered as well as all salaries. We are looking to be in a good spot. Special Education (Charles) is running an organized program, it is at the point now where we are starting to project a deficit where the General Fund will have to pick up the difference. It is only December, but luckily at the moment with our known contractual obligations and the typical savings from vacancies that happen throughout the year we should be able to absorb the known Special Education issues that we have coming up.

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DISCUSSION/ACTION ITEMS (Continued)

A few reminders; we are also carrying the costs of the non-lapsing account (\$437,000) from last year's money with the Town. We are carrying the costs up front and we will then be reimbursed after the expenses are incurred, this is for Effective School Solutions (\$300,000) and another \$137,000 in sub costs from Kelly Services that we are carrying that will be reimbursed by the non-lapsing account. Our electric bill goes up this month (30%) this is good through next budget year so it will be our new stable pricing. Substitute utilization is something that we are watching (trending higher across the District and pushing Kelly expenses up).

Capital

Mr. Levitan reported the following; we are executing Capital at a strong rate, this is largely as a result of the WIS project which is moving incredibly fast and going very well. The roof study is in draft form and complete, by next week we should have a final report on the BHS cost estimate from Antinozzi in terms of skylights and full roof replacement cost. For Capital we have worked with the Board of Finance to extend two projects and the RTM is expected to vote on that. We are also expected to have one account closed and returned because the project was complete and given back to the General Fund (\$3,000).

Food Service Fund

Mr. Levitan continued his report by stating; on the monthly report we are including the fund balance for the cafeteria fund and the actual operating cost, this is part of Chartwells report for day to day operational cost - actuals and forecasting out the costs (their forecasting last year was fairly accurate). The goal of the fund should be a slight increase on fund balance, because there's additional expenses that aren't in the daily operations (kitchen equipment and other small costs that the District picks up).

Personnel

Mr. Levitan concluded this portion of tonight's report by stating, we filled some critical Special Education positions and we continue to recruit for vacancies.

04 B. COO Updates

Among the items that Mr. Levitan discussed this evening were; we applied for an EPA Grant with Zum for a heavy duty vehicles grant and we were selected (it was a very competitive program) and we were awarded \$6.5 million for the acquisition of electric buses and also for the installation of some of the infrastructure. We are in the review period right now, but we have the tentative award pending all of the compliance documents. Mr. Levitan stated that "this is very exciting as it is a big dollar amount." The vehicles are expected to hit the ground in quarter two of 2026, by the time we mobilize the funding, place the orders and do all of the work. That is the grant award timeline. Mr. Levitan also stated that the Master Plan Working Group is established, the liaisons from the Board of Ed are Peter and Meaghan, Joe is serving

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from the Board of Finance, Ray and Josh Brooks are the representatives appointed by the RTM, we will have internal staff as well as representation on the oversight Board for the day-to-day kind of participation for the working group (starts next week). They're also doing their walk facility walk-throughs (this month) to keep the timeline accelerated. Mr. Levitan concluded his report by saying that we have begun the audit with the Town, as well as the agreed upon procedures. The timeline was pushed back so it is due in January (normally due December 31). Kim has us in a good position and she works with Kathryn from the Town on a regular basis and we are on track.

BUDGET WORKSHOP

05 A. Capital Funds

This evening Mr. Levitan discussed and highlighted the following; BPS Budget Structure (Operating Budget, Grants, Capital Budget), BPS Open Capital Report, What is Capital, Capital Definition (Major Projects, Maintenance, New/Replace Equipment), Types of Capital Funding (General Fund(Cash), Bond, Lease), Operating vs. Capital, Capital Budget Process (July-October, November-January, February-March, April-May), Current Capital - FY25 Capital Budget, Review Open Capital, Future Vision/Next Steps - Program Based Capital, Formulas for Major Infrastructure (installation date x life expectancy, Coordinate with Major Renovations to get Cost Avoidance or Alternative), Coordination with Master Plan and Branford Revised "Draft" Milestone Schedule.

ADJOURN

- 06** MOTION (Michaels/Greenberg) to adjourn.
APPROVED UNANIMOUSLY

Mr. Berdon adjourned the meeting at 8:37 PM.

The next Personnel & Finance Committee Meeting will be
January 8, 2025, at 7:00 PM at Walsh Intermediate School
Collaboration & Innovation Center (Room 112)

Respectfully submitted,
Meaghan DeLucia
Secretary

Prepared by,
Kerry Eyrich