

BRANFORD BOARD OF EDUCATION

PERSONNEL & FINANCE COMMITTEE MEETING MINUTES

DATE: May 8, 2024

LOCATION: Walsh Intermediate School Cafeteria
185 Damascus Road, Branford, CT

SUBJECT: Personnel & Finance Committee Meeting

HERE	ATTENDEE	ATTENDANCE	AFFILIATION
Y	Meaghan DeLucia, Committee Chair		Board of Education
Y	Peter Berdon		Board of Education
Y	Judith Barron		Board of Education
Y	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
Y	Charles Cicarella, Jr., Student Services Director		Central Office

Others present: Michael Lopes, Finance Manager

CALL

01 The meeting was called to order at 7:34 PM by Meaghan DeLucia.

PUBLIC COMMENT

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

APPROVE MINUTES

02 A. MOTION (Barron/Michaels) to approve the minutes from the April 17, 2024 Personnel & Finance Committee Meeting.
APPROVED UNANIMOUSLY

DISCUSSION/ACTION ITEMS

03 A. 2023/2024 Monthly Expenditures

Mr. Levitan began his report by stating that we are in the homestretch for the Fiscal Year 24. Among the other items discussed this evening were; the general at 98.5% and the Pupil Services funds being at 85.5% executed, there has been an aggressive push for encumbrances, still meeting closely as an executive team to target the half of a percentage point at the closeout, and for context at this same time last year our available budget was at 5.7 million, we are currently at 2.5 million - combined with a bulk coming from Pupil Services. Mr. Levitan concluded his report by saying that there has been some well-thought-out strategic planning coming into the end of the year.

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

In his report this evening Mr. Cicarella discussed the following; the pattern has stabilized over the last three months, there was a \$3,300 increase in our tuition projection, we are looking at approximately 3.6 million dollars in tuition expense going into June 30th, that is countered by an increase of \$9,500 projection for transportation and \$793,000 is our projection, showing a combined increase of \$12,800 or 4.4 million dollars against a budget of 3.95 million, resulting in overages of \$487,000. Over the last several months we have been working closely to make sure that we are online fiscally districtwide to make sure we can support those costs and indeed the budget can support them moving forward. Mr. Cicarella concluded by saying we are well positioned to support our transportation and tuition expenses.

Continued...

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DISCUSSION/ACTION ITEMS (Continued)

05 C. Personnel Report

Superintendent Tranberg reported that we have our new behavioral interventionist that we are excited to welcome on Monday, we have a few resignations, we currently have a few para vacancies that we would love to fill, looking ahead we have a few more positions that will likely be posted this week as anticipated vacancies (as the budget is not officially adopted yet) but they include at least one elementary position and two social workers at the High School. Dr. Tranberg concluded his report by saying that we are in a great position and we do not have a lot of turnovers, almost all of our positions have been hired or we are in good spot for next year.

06 D. Zum Update

Mr. Levitan reported that he and Dr. Tranberg had a meeting with Zum earlier this week and now that we are in the homestretch for the operation we are in, we have set-up regular meetings with Zum for implementation, all looks like it is going very well and they have a strong program for rolling out their execution in a timeline that would be reasonable for hiring and equipment, buses are expected for delivery throughout May and June and they are getting the Type D buses this week, so they are confident in their fleet procurement, they have started work at the yard and that is going very well, they are very comfortable that their hiring is going well and we have spoken with them at length regarding this, they are looking very strong, they have started their training sessions and they are very confident in the way staffing is looking and also confident in the migration of who their team is going to be, lastly they have also made very good progress working with IT for the technology set-up and integration.

ADJOURN

- 07 MOTION (Greenberg/Barron) to adjourn.
APPROVED UNANIMOUSLY**

Ms. DeLucia adjourned the meeting at 7:44 PM.

The next Personnel & Finance Committee Meeting will be
August 7, 2024, at 7:00 PM at Walsh Intermediate School Cafeteria.
(The June 12, 2024 will be cancelled)

Respectfully submitted,
Meaghan DeLucia
Secretary

Prepared by,
Kerry Eyrich