

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

WEDNESDAY 7:00 PM November 13, 2024	Walsh Intermediate School Collaboration & Innovation Center (Room 112)* Branford, CT 06405
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***Please Note: Location Change**

To locate agendas and to access/view meetings please go to
<https://www.branfordschools.org/>

Community Agreement

The Board of Education is committed to supporting the mission, vision, core values and global learning competencies of the Branford Public Schools. We are here to provide access for all students in close collaboration with the Superintendent and in partnership with the larger community.

A G E N D A

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes
- IV. Discussion/Update Items
 - A. 2024/2025 Monthly Finance Reports
 - a. 2024/2025 Special Education Tuition & Transportation Monthly Expenditures
 - b. Personnel Report
 - B. Chief Operating Officer Updates
- V. Budget Workshop
 - A. Grant Funds
- VI. Adjourn

**TO PARTICIPATE IN PUBLIC COMMENTS REMOTELY PLEASE CALL:
(646) 558-8656**

Meeting ID: 815 6405 4671 Passcode: 812124

*When participating by telephone please mute your phone when joining the meeting and unmute your phone when you are ready to speak. This can be done by pressing *6 on your phone's keypad.*

Rules Governing Public Comments:

- Three minutes will be allotted to each speaker. The Board may modify this limitation at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so. (Board Bylaw 9325)
- Conduct intended primarily to be disruptive or verbally abusive shall not be permitted at the Board of Education meeting. Any speaker who engages in such conduct will be warned and allowed to correct such conduct. If the speaker continues to engage in the disruptive conduct as such will be grounds for termination of the speaker's privilege to participate in public comment and may be deemed grounds for removal from the meeting site.
- All speakers must identify themselves by name and address.



Branford Public Schools

Summary

Attached is the FY2025 monthly financial report for November 2024. As we continue to improve financial reporting, we would appreciate any feedback from the Board.

FY2025 Operating Budget

Highlights

- Every major contractual obligation has been encumbered, including special education
- Effective School Solutions is encumbered in 02 fund (special education), town will reimburse through non-lapsing fund
- Encouraging schools & programs to encumber early, driving increase in year-to-year % used, but providing a more accurate budget status
- Spending patterns are in alignment with expectations, overall available balance is \$1.6M versus \$8.2M reported in October (\$6.6M month-to-month change)
 - Large change in available balance due to transportation encumbrance, magnet school tuition, Effective School Solutions
 - Conservatively over-encumbered on health insurance, will monitor payments and adjust over next 3-months

Budget concerns remain the same from last month:

- Electric rates increasing ~30% in December
- Substitute utilization across District, para-educator vacancies
- Chartered bus services rates (field trips, athletics)
- Unbudgeted kindergarten section
- Special Education OOD/Transportation project using full budget

Capital Budget

- Extensive capital activity over last 6 months using prior year appropriations
- Overall available capital balance reduced \$164,816 month-to-month
- Fall semester has less capital execution and is primary planning phase
- BHS roof study almost complete, planning for interim funding request

Grants

- Working with administration on overhaul of grant management and execute prior year funding/realign spending
- FY24 Title One grant waiver submitted to state to continue using unspent grant funds in FY25
- Reviewing staffing and spend targets

Food Service

- Food service fund financial statement reflects revenue and expenses through October
- Claim for October reimbursement is filed for \$72,017.13
- Cumulative student account negative balances totals \$4,497.82



Branford Public Schools

Personnel Report

- District continues to struggle with recruitment of para educators
- In November, State provides health insurance reimbursement to 33 full-time para educators

**Consolidated Budget - 2024 - 2025
Fund - 001 & 002**

CHARACTER CODE	FY2025 ORIGINAL APPROP	FY2025 TRANSFERS	FY2025 REVISED BUDGET	FY2025 YTD EXPENDED	FY2025 ENC/REQ	FY2025 AVAIL BUDGET	FY2025 % USED	FY2024 % USED
10 SALARIES - CERTIFIED	28,581,912	0	28,581,912	5,999,349	21,577,006	1,005,556	96.5%	97.1%
11 SALARIES-NONCERTIFID	9,457,005	0	9,457,005	2,369,267	6,441,952	645,786	93.2%	86.3%
20 EMPLOYEE BENEFITS	11,700,111	0	11,700,111	6,481,983	7,886,140	-2,668,013	122.8%	52.4%
21 WORKERS COMPENSATION	239,316	0	239,316	0	0	239,316	0.0%	100.0%
30 SITE LICENSE	566,715	12,841	579,556	357,271	187,879	34,406	94.1%	89.3%
31 PURCH SVCS	1,245,354	-3,071	1,242,283	146,793	830,651	264,839	78.7%	79.7%
32 PURCH SVCS PROF/TECH	793,356	-8,449	784,907	83,876	424,960	276,071	64.8%	29.2%
40 UTILITIES-WATER GAS	1,208,768	50,000	1,258,768	249,895	986,585	22,288	98.2%	94.3%
41 TRASH/SNOW REMOVAL	84,041	0	84,041	12,214	32,475	39,351	53.2%	56.2%
42 PURCH SVCS REPAIR	914,994	-77,573	837,421	314,011	343,794	179,617	78.6%	66.4%
43 RENTALS	343,610	0	343,610	13,539	24,362	305,709	11.0%	72.2%
50 TRANSPORTATION	3,843,285	-129	3,843,155	117,177	3,336,428	389,551	89.9%	73.4%
52 LIABILITY	662,686	0	662,686	589,657	0	73,029	89.0%	96.9%
53 COMMUNICATIONS	278,860	-15,984	262,876	52,101	195,604	15,171	94.2%	91.8%
54 ADVERT/PRINTING/BIND	71,042	-2,122	68,920	5,520	41,941	21,458	68.9%	42.4%
55 TUITIONS	4,013,675	0	4,013,675	747,719	2,937,339	328,617	91.8%	26.3%
56 TRAVEL	17,565	3,950	21,515	2,976	20,374	-1,835	108.5%	25.5%
57 OTHER PURCH SVCS	57,338	-2,571	54,767	7,332	301,784	-254,349	564.4%	39.6%
60 INSTRUCTIONAL SUPPLI	551,327	7,386	558,713	226,002	86,491	246,219	55.9%	55.6%
61 COMPUTER SUPPLIES	65,335	-5,594	59,741	3,673	10,200	45,868	23.2%	21.8%
62 BUILD MAIN SUPPLIES	204,400	39,892	244,292	68,600	72,496	103,196	57.8%	69.7%
63 AUDIO VISUAL SUPPLIE	7,051	0	7,051	0	48	7,003	0.7%	1.8%
64 SUPPLIES/EQUIPMENT	34,363	-3,605	30,758	5,000	7,296	18,463	40.0%	23.7%
65 MEETING SUPPLIES	36,540	9,303	45,843	18,070	6,012	21,761	52.5%	49.0%
67 TEXTS-BOOKS/DIGITAL	64,895	-345	64,550	17,638	5,014	41,897	35.1%	30.8%
68 LIBRARY BOOKS	58,330	0	58,330	8,613	12,759	36,959	36.6%	49.1%
69 PERIODICALS	8,039	0	8,039	1,424	1,786	4,830	39.9%	56.6%
6A OFFICE SUPPLIES	42,146	2,889	45,035	19,380	17,195	8,461	81.2%	39.5%
6B OTHER SUPPLIES	70,031	-1,206	68,825	12,714	2,981	53,131	22.8%	15.2%
70 REPLACEMENT EQUIP	50,482	1,649	52,131	0	41,775	10,356	80.1%	246.0%
71 NEW EQUIPMENT	42,120	-7,761	34,359	27,333	16,521	-9,495	127.6%	85.1%
80 DUES AND FEES	92,115	500	92,615	25,701	4,309	62,605	32.4%	48.8%
81 SUBSIDY	21,304	0	21,304	0	0	21,304	0.0%	0.0%
Grand Total	65,428,110	0	65,428,110	17,984,825	45,854,159	1,589,127	97.6%	79.0%

Budget Considerations	
Current Available Balance	1,589,127
Payroll 17*	28,018,958
Estimated available balance	1,589,127

* Encumbered Funds

As of 11/6/2024

General Operations - 2024 - 2025
Fund - 001

CHARACTER CODE	FY2025 ORIGINAL APPROP	FY2025 TRANSFERS	FY2025 REVISED BUDGET	FY2025 YTD EXPENDED	FY2025 ENC/REQ	FY2025 AVAIL BUDGET	FY2025 % USED	FY2024 % USED
10 SALARIES - CERTIFIED	23,999,198	0	23,999,198	5,009,699	18,103,773	885,726	96.3%	97.6%
11 SALARIES-NONCERTIFID	6,854,795	0	6,854,795	1,948,305	4,901,819	4,670	99.9%	91.2%
20 EMPLOYEE BENEFITS	11,000,831	0	11,000,831	6,370,658	7,460,282	-2,830,109	125.7%	52.0%
21 WORKERS COMPENSATION	239,316	0	239,316	0	0	239,316	0.0%	100.0%
30 SITE LICENSE	524,046	12,841	536,887	348,286	187,079	1,522	99.7%	93.1%
31 PURCH SVCS	1,005,161	-3,071	1,002,090	121,902	673,541	206,647	79.4%	73.9%
32 PURCH SVCS PROF/TECH	374,233	-8,449	365,784	60,037	63,236	242,511	33.7%	11.0%
40 UTILITIES-WATER GAS	1,208,768	50,000	1,258,768	249,895	986,585	22,288	98.2%	94.3%
41 TRASH/SNOW REMOVAL	84,041	0	84,041	12,214	32,475	39,351	53.2%	56.2%
42 PURCH SVCS REPAIR	914,994	-77,573	837,421	314,011	343,794	179,617	78.6%	66.4%
43 RENTALS	343,610	0	343,610	13,539	24,362	305,709	11.0%	72.2%
50 TRANSPORTATION	2,915,130	4,871	2,920,000	26,660	2,484,376	408,965	86.0%	92.3%
52 LIABILITY	662,686	0	662,686	589,657	0	73,029	89.0%	96.9%
53 COMMUNICATIONS	274,764	-15,984	258,780	50,541	193,369	14,871	94.3%	92.6%
54 ADVERT/PRINTING/BIND	70,540	-2,122	68,418	5,520	41,941	20,956	69.4%	42.2%
55 TUITIONS	339,771	0	339,771	0	102,083	237,688	30.0%	24.2%
56 TRAVEL	14,511	3,950	18,461	2,098	20,374	-4,012	121.7%	26.2%
57 OTHER PURCH SVCS	52,086	-2,571	49,515	4,732	2,534	42,249	14.7%	23.7%
60 INSTRUCTIONAL SUPPLI	528,027	2,386	530,413	223,511	82,641	224,261	57.7%	57.2%
61 COMPUTER SUPPLIES	64,835	-5,594	59,241	3,673	10,200	45,368	23.4%	13.8%
62 BUILD MAIN SUPPLIES	204,400	39,892	244,292	68,600	72,496	103,196	57.8%	69.7%
63 AUDIO VISUAL SUPPLIE	7,051	0	7,051	0	48	7,003	0.7%	1.8%
64 SUPPLIES/EQUIPMENT	34,363	-3,605	30,758	5,000	7,296	18,463	40.0%	23.7%
65 MEETING SUPPLIES	33,540	9,303	42,843	17,638	6,012	19,193	55.2%	49.0%
67 TEXTS-BOOKS/DIGITAL	64,895	-345	64,550	17,638	5,014	41,897	35.1%	30.8%
68 LIBRARY BOOKS	58,330	0	58,330	8,613	12,759	36,959	36.6%	49.1%
69 PERIODICALS	8,039	0	8,039	1,424	1,786	4,830	39.9%	56.6%
6A OFFICE SUPPLIES	41,646	2,889	44,535	19,130	17,028	8,378	81.2%	39.8%
6B OTHER SUPPLIES	60,031	-1,206	58,825	7,483	2,981	48,361	17.8%	17.7%
70 REPLACEMENT EQUIP	47,482	1,649	49,131	0	41,775	7,356	85.0%	256.3%
71 NEW EQUIPMENT	38,120	-7,761	30,359	27,333	12,951	-9,925	132.7%	95.2%
80 DUES AND FEES	89,815	500	90,315	25,201	4,309	60,805	32.7%	49.4%
81 SUBSIDY	21,304	0	21,304	0	0	21,304	0.0%	0.0%
Grand Total	52,180,360	0	52,180,360	15,552,998	35,898,919	728,444	98.6%	82.9%

As of 11/6/2024

Student Services - 2024 - 2025
Fund - 002

CHARACTER CODE	FY2025 ORIGINAL APPROP	FY2025 TRANSFERS	FY2025 REVISED BUDGET	FY2025 YTD EXPENDED	FY2025 ENC/REQ	FY2025 AVAIL BUDGET	FY2025 % USED	FY2024 % USED
10 SALARIES - CERTIFIED	4,582,714	0	4,582,714	989,650	3,473,233	119,830	97.4%	94.4%
11 SALARIES-NONCERTIFID	2,602,210	0	2,602,210	420,961	1,540,133	641,116	75.4%	74.2%
20 EMPLOYEE BENEFITS	699,280	0	699,280	111,325	425,858	162,097	76.8%	58.1%
30 SITE LICENSE	42,668	0	42,668	8,985	800	32,883	22.9%	20.7%
31 PURCH SVCS	240,192	0	240,192	24,890	157,110	58,192	75.8%	98.5%
32 PURCH SVCS PROF/TECH	419,123	0	419,123	23,839	361,724	33,560	92.0%	52.9%
50 TRANSPORTATION	928,155	-5,000	923,155	90,517	852,052	-19,414	102.1%	13.8%
53 COMMUNICATIONS	4,096	0	4,096	1,560	2,236	300	92.7%	49.7%
54 ADVERT/PRINTING/BIND	502	0	502	0	0	502	0.0%	53.0%
55 TUITIONS	3,673,904	0	3,673,904	747,719	2,835,256	90,929	97.5%	26.6%
56 TRAVEL	3,054	0	3,054	877	0	2,177	28.7%	22.1%
57 OTHER PURCH SVCS	5,252	0	5,252	2,600	299,250	-296,598	5747.3%	291.0%
60 INSTRUCTIONAL SUPPLI	23,300	5,000	28,300	2,491	3,850	21,959	22.4%	21.4%
61 COMPUTER SUPPLIES	500	0	500	0	0	500	0.0%	100.0%
65 MEETING SUPPLIES	3,000	0	3,000	432	0	2,568	14.4%	0.0%
6A OFFICE SUPPLIES	500	0	500	250	167	82	83.5%	4.6%
6B OTHER SUPPLIES	10,000	0	10,000	5,231	0	4,769	52.3%	1.8%
70 REPLACEMENT EQUIP	3,000	0	3,000	0	0	3,000	0.0%	0.0%
71 NEW EQUIPMENT	4,000	0	4,000	0	3,570	430	89.3%	0.0%
80 DUES AND FEES	2,300	0	2,300	500	0	1,800	21.7%	15.2%
Grand Total	13,247,750	0	13,247,750	2,431,827	9,955,240	860,683	93.5%	63.4%

As of 11/6/2024

Tuition and Transportation Expense Report		BRANFORD PUBLIC SCHOOLS						Fiscal Year Ending June 30, 2025					
Line	FISCAL YEAR 2025 DATA	<===== Tuition and Transportation Expense Month =====>											
TUITION DATA		8/1/24	9/1/24	10/1/24	11/1/24								FINAL 2025
1	Total Tuition Budget	3,673,904	3,673,904	3,673,904	3,673,904								3,673,904
2	School Year Expenses	3,354,676	3,382,403	3,351,683	3,370,493								3,370,493
3	Extended Year or Day Expenses	261,943	278,122	288,526	288,526								288,526
4	Total Expenses	3,616,619	3,660,525	3,640,209	3,659,019								3,659,019
5	Projected Balance on 6/30/2025	57,285	13,379	33,695	14,885								14,885
TRANSPORTATION DATA													
6	Transportation Budget	928,155	928,155	928,155	928,155								928,155
7	School Year Expenses	812,367	793,200	805,500	839,240								839,240
8	Extended Year or Day Expenses	44,322	44,322	99,268	65,956								65,956
9	Total Expenses	856,689	837,522	904,768	905,195								905,195
10	Projected Balance on 6/30/2025	71,466	90,633	23,387	22,960								22,960
CONSOLIDATED DATA													
11	Combined Budget	4,602,059	4,602,059	4,602,059	4,602,059								4,602,059
12	Combined Expenses	4,473,308	4,498,047	4,544,977	4,564,214								4,564,214
13	Projected Balance on 6/30/2025	128,751	104,012	57,082	37,845								37,845

Capital Report
Fund - 220 & 700 & 725

PROJECT YR	PROJECT	PROJECT NAME	ORIGINAL APPROP	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAIL BUDGET	% USED
21	21407	SYSTEM WIDE - DOOR REPLACEMENTS	50,000	0	50,000	37,539	12,462	0	100.0%
22	22404	BUILDING & FIRE CODES	15,000	1,851	16,851	9,208	0	7,642	54.6%
22	22405	SYSTEM WIDE ASBESTOS ABATEMENT	8,000	0	8,000	5,459	1,520	1,021	87.2%
22	22406	SYSTEM WIDE - BOILER REPLACEMENTS	35,000	0	35,000	0	7,425	27,575	21.2%
22	22407	SYSTEM WIDE - DOOR REPLACEMENTS	50,000	79,857	129,857	16,031	54,839	58,988	54.6%
22	22411	JBS - ARCHITECTURAL STUDY	50,000	0	50,000	18,885	1,865	29,250	41.5%
22	22412	MTM TILE REPLACEMENT	20,000	0	20,000	20,000	0	0	100.0%
22	22413	MRT TILE REPLACEMENT	20,000	0	20,000	20,000	0	0	100.0%
22	22414	REMOVE ABANDONED UST	30,000	0	30,000	26,683	0	3,317	88.9%
22	22415	BHS - ENTRANCE SECURITY UPGRADE	0	30,498	30,498	10,600	0	19,898	34.8%
22	22416	INS - ENTRANCE SECURITY UPGRADE	0	101,185	101,185	0	0	101,185	0.0%
22	22417	BATHROOM RENOVATIONS	61,828	0	61,828	0	0	61,828	0.0%
23	23402	21ST CENTURY AV SYS & SCHOOL TECH	50,000	0	50,000	49,209	791	0	100.0%
23	23403	FACILITIES EQUIPMENT	18,000	0	18,000	18,000	0	0	100.0%
23	23404	BUILDING/FIRE CODE COMPLIANCE	15,000	0	15,000	0	0	15,000	0.0%
23	23406	DOOR REPLACEMENTS	50,000	0	50,000	0	0	50,000	0.0%
23	23407	SIDEWALK REPLACEMENTS	10,000	0	10,000	3,827	0	6,173	38.3%
23	23409	BOE SECURITY SYSTEM	540,800	0	540,800	540,770	0	30	100.0%
24	24401	OFFICE ADMINISTRATION TECHNOLOGY	10,000	0	10,000	9,413	55	532	94.7%
24	24402	21ST CENTURY AV SYS & SCHOOL TECH	50,000	0	50,000	28,079	13,091	8,831	82.3%
24	24403	SECURITY CAMERAS & EQUIPMENT	10,000	0	10,000	9,773	0	227	97.7%
24	24404	FACILITIES EQUIPMENT	18,000	0	18,000	12,713	5,288	0	100.0%
24	24405	BHS - REPLACE CLASSROOM UNIT HEATER	80,000	0	80,000	1,797	0	78,203	2.2%
24	24406	JBS - INTERIOR PAINTING	20,000	0	20,000	0	0	20,000	0.0%
24	24407	INS - BOILER REPLACEMENTS	35,000	0	35,000	0	0	35,000	0.0%
24	24408	BUILDING/FIRE CODE COMPLIANCE	15,000	0	15,000	0	0	15,000	0.0%
24	24409	SYSTEM-WIDE DOOR REPLACEMENTS	8,925	0	8,925	0	0	8,925	0.0%
24	24410	MTM - PAKING LOT PAVING	95,000	0	95,000	0	0	95,000	0.0%
24	24411	MRT - PAKING LOT PAVING	95,000	0	95,000	0	0	95,000	0.0%
24	24412	SYSTEM WIDE - SIDEWALK REPAIRS	20,000	0	20,000	14,946	0	5,054	74.7%
24	24414	SYSTEM WIDE ROOFING REPAIRS	3,052	0	3,052	0	0	3,052	0.0%
24	24415	WIS ATHLETIC & SITE IMPROVEMENTS	20,000	0	20,000	0	0	20,000	0.0%
25	25401	OFFICE ADMINISTRATION TECHNOLOGY	10,000	0	10,000	0	0	10,000	0.0%
25	25402	21ST CENTURY AV SYS & SCHOOL TECH	50,000	0	50,000	0	0	50,000	0.0%
25	25403	SECURITY CAMERAS & EQUIPMENT	10,000	0	10,000	0	0	10,000	0.0%
25	25404	BHS - TENNIS COURT SEATING	90,000	0	90,000	0	0	90,000	0.0%
25	25405	INS - BOILER REPLACEMENTS	35,000	0	35,000	0	0	35,000	0.0%
25	25406	BUILDING/FIRE CODE COMPLIANCE	15,000	0	15,000	0	0	15,000	0.0%
25	25407	SYSTEM-WIDE DOOR REPLACEMENTS	50,000	0	50,000	0	0	50,000	0.0%
25	25408	FACILITIES EQUIPMENT	20,000	0	20,000	0	4,833	15,168	24.2%
25	25409	FACILITIES MASTER PLAN	121,000	0	121,000	0	0	121,000	0.0%
25	25410	FACILITIES VEHICLE	55,000	0	55,000	0	0	55,000	0.0%
25	25411	SYSTEM WIDE - MASONRY REPAIRS	20,000	0	20,000	0	0	20,000	0.0%
25	25412	SYSTEM WIDE - SIDEWALK REPAIRS	20,000	0	20,000	0	0	20,000	0.0%
25	25413	STUDENT DEVICES	366,995	0	366,995	84,045	226,125	56,825	84.5%
Grand Total			2,366,600	213,390	2,579,990	936,975	328,292	1,314,723	49.0%

As of 11/5/2024

Note - Capital appropriation remains open for 3-year spend with a vote from Board of Finance to continue to carry funds

Grant Report
Fund - 030

GRANT	ORIGINAL APPROP	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAIL BUDGET	% USED
FY24	2,498,401	-105,698	2,392,703	1,360,054	469,954	562,695	76.5%
FAMILY RESOURCE CENTER	118,152	-6,587	111,565	111,563	0	2	100.0%
IDEA PART B - TRANSITION SUPPORT	10,000	0	10,000	10,000	0	0	100.0%
IDEA PART B 619	32,039	0	32,039	18,545	0	13,494	57.9%
IDEA PART B PARA SUPPORT	5,000	0	5,000	3,174	0	1,826	63.5%
IDEA PART B SECTION 611	820,198	0	820,198	405,275	80,336	334,587	59.2%
MAGNET TRANSPORTATION	25,330	-9,730	15,600	17,311	0	-1,711	111.0%
MEDICAID	103,103	0	103,103	0	0	103,103	0.0%
NSLP Equipment Assistance	32,963	-1,836	31,127	31,127	0	0	100.0%
OEC ARPA FACILITIES	4,212	-4,212	0	0	0	0	0.0%
OPEN CHOICE PROGRAM	309,569	-48,446	261,123	194,957	161,883	-95,717	136.7%
PERKINS TECHNOLOGY	71,667	-35,968	35,699	35,698	0	1	100.0%
PYRAMID STIPEND	4,800	0	4,800	0	0	4,800	0.0%
SBHC	316,763	1,081	317,844	323,347	0	-5,503	101.7%
STATE BILINGUAL	6,161	0	6,161	3,514	0	2,647	57.0%
TEAM	613	0	613	0	0	613	0.0%
Title I IMPROV BASIC PROG	427,532	0	427,532	141,284	210,069	76,179	82.2%
TITLE II PART A TEACHERS	57,818	0	57,818	4,857	0	52,961	8.4%
TITLE III PART A ENG LANG	25,605	0	25,605	5,717	17,666	2,222	91.3%
TITLE IV	31,166	0	31,166	1,330	0	29,836	4.3%
USF	95,710	0	95,710	52,356	0	43,354	54.7%
FY25	1,518,608	0	1,518,608	535,895	1,342,182	-359,469	123.7%
ADULT ED	538,308	0	538,308	208,596	116,140	213,573	60.3%
BILINGUAL	0	0	0	1,109	5,498	-6,607	0.0%
Competitive Private Provider	2,276	0	2,276	1,138	1,138	0	100.0%
FRC	111,363	0	111,363	20,470	49,703	41,190	63.0%
IDEA 611 25-26	0	0	0	42,274	407,541	-449,815	0.0%
IDEA 619 25-26	0	0	0	4,608	25,605	-30,213	0.0%
MEDICAID	110,000	0	110,000	0	16,500	93,500	15.0%
SBHC	306,584	0	306,584	27,264	300,988	-21,669	107.1%
SCHOOL READINESS	308,700	0	308,700	154,350	154,350	0	100.0%
SCHOOL READINESS COMPETITIVE QE	3,881	0	3,881	2,400	0	1,481	61.8%
SCHOOL READINESS COMPETITIVE COLA	7,793	0	7,793	3,897	3,897	0	100.0%
TITLE I PART A	0	0	0	66,236	260,823	-327,059	0.0%
USF	129,703	0	129,703	3,554	0	126,149	2.7%
Grand Total	4,017,009	-105,698	3,911,311	1,895,949	1,812,135	203,226	94.8%

Branford Public Schools Food Services

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 BOA - Cafeteria Fund	513,870.81
1001 POS Drawer cash	2,895.00
1100 Citizens - Old	0.00
Total Bank Accounts	\$516,765.81
Accounts Receivable	
2000 Accounts Receivable (A/R)	0.00
2002 A/R - Catering Receivable	740.52
2003 A/R - Subsidy Receivable	0.00
2004 A/R - Grants Receivable	0.00
Total 2000 Accounts Receivable (A/R)	740.52
Total Accounts Receivable	\$740.52
Other Current Assets	
Inventory Asset	
2101 Food Inventory	23,244.03
2102 Paper Inventory	8,088.30
2103 Cleaning Supply Inventory	1,419.65
Total Inventory Asset	32,751.98
Total Other Current Assets	\$32,751.98
Total Current Assets	\$550,258.31
TOTAL ASSETS	\$550,258.31
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3001 AP - FSMC Operating Expense Payable	0.00
3002 Bank Rec Discrepancies	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
3003 Unearned Grant Revenue	0.00
3050 Prepaid Meals	28,145.85
Total Other Current Liabilities	\$28,145.85
Total Current Liabilities	\$28,145.85
Total Liabilities	\$28,145.85
Equity	
Opening Balance Equity	149,994.23
Retained Earnings	331,649.36
Net Income	40,468.87
Total Equity	\$522,112.46
TOTAL LIABILITIES AND EQUITY	\$550,258.31



BRANFORD PUBLIC SCHOOLS
MONTHLY PERSONNEL REPORT 2024-2025
 October 2024

APPOINTMENTS

POSITION TYPE	LOCATION	POSITION	EFFECTIVE DATE	FUNDING
Non-Certified	WIS	Head Wrestling Coach	10/30/2024	Budget
Non-Certified	JBS	Special Education Registered Behavior Technician	10/29/2024	Budget
Non-Certified	JBS	ABA Paraeducator	10/29/2024	Budget
Non-Certified	SAE	Preschool/Elementary Teacher	10/28/2024	Grant
Non-Certified	DIS	Substitute Nurse	10/09/2024	Budget
Non-Certified	JBS	General Education Behavior Support Paraeducator	10/01/2024	Budget
				MONTHLY TOTAL: 6
				YTD TOTAL: 65

RETIREMENTS & RESIGNATIONS

POSITION TYPE	LOCATION	POSITION	EFFECTIVE DATE	FUNDING
Non-Certified	DIS	Full Time Security Guard	10/29/2024	Budget
Non-Certified	BHS	Assistant Basketball Coach	10/21/2024	Budget
Non-Certified	WIS	Special Education Paraeducator	10/18/2024	Budget
Non-Certified	JBS	Special Education Paraeducator	10/10/2024	Budget
Certified	WIS	Special Education Teacher	10/9/2024	Budget
Certified	MTM	Literacy Instructional Coach	10/8/2024	Budget
Non-Certified	JBS	Special Education Registered Behavior Technician	10/4/2024	Budget
				MONTHLY TOTAL: 7
				YTD TOTAL: 37

LEAVES OF ABSENCE

POSITION TYPE	LOCATION	POSITION	START DATE	FUNDING
Certified	DIS	Director of Secondary Education	10/4/2024	Budget
				MONTHLY TOTAL: 1
				ACTIVE: 29



BRANFORD PUBLIC SCHOOLS
MONTHLY PERSONNEL REPORT 2024-2025
October 2024

VACANCIES

POSITION TYPE	LOCATION	POSITION	STATUS	FUNDING
Non-Certified	BHS	Assistant Boys Basketball Coach	Open	Budget
Non-Certified	WIS	Assistant Boys Wrestling Coach	Open	Budget
Non-Certified	BPS	Athletic Event Worker	Open	Budget
Certified	JBS	Special Education Teacher	Open	Budget
Non-Certified	FRC	Assistant Teacher	Job Offer	Budget
Non-Certified	SACC	Wrap Around Program Aide	Open	Budget
Certified	WIS	Special Education Teacher	Open	Budget
Non-Certified	WIS	Secretary to the Assistant Principal	Open	Budget
Non-Certified	BPS	Part Time Security Guard	Open	Budget
Non-Certified	SAE	Branford Evening Lead Teacher - ESOL/ServSafe	Open	Grant
Non-Certified	SAE	Clinton Evening Teacher - ESOL/ServSafe	Open	Grant
Non-Certified	SAE	Family Literacy Aide	Open	Grant
Non-Certified	SAE	Teacher: GED/Integrated Training (ServSafe)	Open	Grant
Certified	WIS	Long Term Substitute - English Language Arts Teacher	Open	Budget
Certified	WIS	Long Term Substitute - Math Teacher	Open	Budget
Certified	MRT	Long Term Substitute - Pre-K Teacher	Open	Budget
Non-Certified	BPS	Special Education Paraeducator (6)	Open	Budget
Non-Certified	JBS	ELL Paraeducator	Open	Budget
Non-Certified	INS	Job Coach Paraeducator (3)	Open	Budget
Certified	MTM	Elementary Instructional Coach	Interviews	Budget
MONTHLY TOTAL: 29				

**BRANFORD BOARD OF EDUCATION
POLICY COMMITTEE**

WEDNESDAY 8:00 PM* November 13, 2024	Walsh Intermediate School Collaboration & Innovation Center (Room 112)* 85 Damascus Road, Branford, CT 06405
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***Please Note: Time and Location Change**

To locate agendas and to access/view meetings please go to <https://www.branfordschools.org/>

Community Agreement

The Board of Education is committed to supporting the mission, vision, core values and global learning competencies of the Branford Public Schools. We are here to provide access for all students in close collaboration with the Superintendent and in partnership with the larger community.

A G E N D A

- I. Call to Order
- II. Public Comments
- III. Approval of Minutes
- IV. Discussion/Action Items
 - A. 5300 – Administration of Medications
 - B. 5750 – FAFSA Completion Rates
 - C. 5800 – Student Discipline
- V. Adjourn

**TO PARTICIPATE IN PUBLIC COMMENTS REMOTELY PLEASE CALL:
(646) 558-8656 Meeting ID: 815 6405 4671 Passcode: 812124**

*When participating by telephone please mute your phone when joining the meeting and unmute your phone when you are ready to speak. This can be done by pressing *6 on your phone's keypad.*

Rules Governing Public Comments:

- Three minutes will be allotted to each speaker. The Board may modify this limitation at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so. (Board Bylaw 9325)
- Conduct intended primarily to disrupt the Board of Education meeting shall not be permitted. Any speaker who engages in such conduct will be warned and allowed to correct such conduct. If the speaker continues to engage in the disruptive conduct such will be grounds for termination of the speaker's privilege to participate in public comment and may be deemed grounds for removal from the meeting site.
- All speakers must identify themselves by name and address.

11.13.24

Memo

To:

Branford Board of Education
Policy Committee

From:

Allison K. Moran,
Assistant Superintendent of
Schools

Re:

Recommended Policy Revisions

CC:

Christopher Tranberg, Ph.D.,
Superintendent of Schools

Blaize Levitan, Chief Operating
Officer

BPS Administration

Recommended Policy Revisions

The following policy changes include necessary revisions based on statutory and/or regulatory changes, citation updates, and best practices. The changes have been made based upon Shipman's model policies and have been prioritized for November due to their timeliness.

5800 Student Discipline

Notes from Shipman & Goodwin

We have revised this policy to reflect a number of changes made by Public Act 24-45 and Public Act 24-93 related to student discipline. Relevant sections of Public Acts 24-45 and 24-93 are included at the end of this memo.

Public Act 24-45:

- reduces the maximum number of consecutive days for in-school suspensions from ten to five;
- alters the out-of-school suspension requirements for students in preschool through grade two, limiting such out-of-school suspensions to five, rather than ten, consecutive days and permitting them only for behavior that "causes physical harm on school grounds," rather than behavior that was "of a violent or sexual nature;" and
- mandates that upon return to school from an out-of-school suspension, students in these early grades must receive specific intervention services, and the administration must consider whether a Planning and Placement Team (PPT) meeting is required to evaluate the need for potential special education services.

Public Act 24-93:

Branford Public Schools

Tel (203) 315-7816

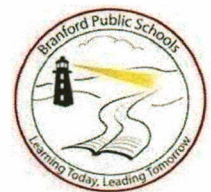
Fax (203) 338-3899

185 Damascus Road

Branford, CT 06405

www.branfordschools.org

amoran@branfordschools.org



- updates the notification requirements for expulsion hearings, stating that parents or guardians must be informed at least five business days before the hearing, excluding the day of the hearing; and
- introduces new parental notification requirements related to behavior intervention meetings requested by a teacher for a student whose behavior caused (1) a serious disruption to other students' instruction, (2) self-harm, or (3) physical harm to the teacher, another student, or staff in the teacher's classroom. We have revised the policy to reflect the new notification requirements.

COMMITTEE 5800 Student Discipline P&R

REDLINE 5800 Student Discipline P&R

5750 FAFSA Completion Rates

Notes from Shipman & Goodwin

Pursuant to legislation passed in 2023, beginning with the graduating class of 2025, students were required to meet certain requirements related to the FAFSA in order to graduate. Public Act 24-45 delays these requirements until the graduating class of 2027, and we have revised this policy to reflect this change.

COMMITTEE 5750 FAFSA Completion Rates P&F

REDLINE 5750 FAFSA Completion Rates P&R

5300 Administration of Medications

Notes from Shipman & Goodwin

Under Connecticut law, qualified school employees may administer epinephrine with a cartridge injector to a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death either (1) with the written medication order of an authorized prescriber and the written authorization of the student's parent or guardian or (2) in an emergency, without such prior written authorization, provided that a number of conditions are met.

The law previously required qualified school employees who administer epinephrine for purposes of emergency first aid *without prior written authorization* to annually complete the training program developed by the Departments of Education and Public Health in consultation with the School Nurse Advisory Council described in Connecticut General Statutes Section 10-212g. Public Act 24-93 expands this requirement to explicitly include employees who administer epinephrine *with the written authorization* of a parent or guardian and authorized prescriber. We have edited the policy to reflect this change.

[COMMITTEE 5300 Administration of Medication P.pdf](#)

[REDLINE 5300 Administration of Medication P](#)

Public Act 24-25

Sec. 13. Subsections (c) and (d) of section 10-233a of the general statutes are repealed and the following is substituted in lieu thereof (*Effective July 1, 2024*):

(c) "In-school suspension" means an exclusion from regular classroom activity for no more than [ten] five consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.

(d) "Suspension" means an exclusion from school privileges or from transportation services only, [for no more than ten consecutive school days,] provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.

Sec. 14. Subsection (g) of section 10-233c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2024*):

(g) On and after July 1, 2015, all suspensions pursuant to this section shall be in-school suspensions, except a local or regional board of education may authorize the administration of schools under its direction to impose an out-of-school suspension on any pupil in (1) grades three to twelve, inclusive, if, during the hearing held pursuant to subsection (a) of this section, (A) the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension, or (B) the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (ii) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or (2) grades preschool to two, inclusive, if during the hearing held pursuant to subsection (a) of this section, the administration (A) determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is [of a violent or sexual nature that endangers persons] behavior that causes physical harm, (B) requires that such pupil receives services that are trauma-informed and developmentally appropriate and align with any behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, for such pupil upon such pupil's return to school immediately following the out-of-school suspension, and (C) considers whether to convene a planning and placement team meeting for the purposes of conducting an evaluation to determine whether such pupil may require special education or related services. An out-of-school suspension imposed under subdivision (1) of this subsection shall not exceed ten school days, and an out-of-school suspension imposed under subdivision (2) of this subsection shall not exceed five school days. An in-school suspension may be served in the

school that the pupil attends, or in any school building under the jurisdiction of the local or regional board of education, as determined by such board. Nothing in this section shall limit a person's duty as a mandated reporter pursuant to section 17-101a to report suspected child abuse or neglect.

Public Act 24-93

(3) Unless an emergency exists, no pupil shall be expelled without a formal hearing held pursuant to sections 4-176e to 4-180a, inclusive, and section 4-181a, provided whenever such pupil is a minor, the notice required by section 4-177 and section 4-180 shall also be given to the parents or guardian of the pupil at least five business days before such hearing, not including the day of such hearing. If an emergency exists, such hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning the parent's or guardian's and the pupil's legal rights and concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services. An attorney or other advocate may represent any pupil subject to expulsion proceedings. The parent or guardian of the pupil shall have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

Sec. 11. Section 10-236c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2024*):

(a) A school principal or other school administrator shall notify a parent or guardian of a student whose behavior has caused a serious disruption to the instruction of other students, caused self-harm or caused physical harm to a teacher, another student or other school employee not later than twenty-four hours after such behavior occurs. Such notice shall include, but not be limited to, informing such parent or guardian that the teacher of record in the classroom in which such behavior occurred may request a behavior intervention meeting, as described in subsection (b) of this section.