

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

**DATE:** November 13, 2024  
**LOCATION:** Walsh Intermediate School  
Collaboration & Innovation Center (Room 112), 185 Damascus Road,  
Branford, CT  
**SUBJECT:** Personnel & Finance Committee Meeting

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**ATTENDANCE**

| <b>HERE</b> | <b>ATTENDEE</b>                                   | <b>AFFILIATION</b> |
|-------------|---|--------------------|
| 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 |
| Y           | 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:

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**CALL**

**01** The meeting was called to order at 7:16 PM by Meaghan DeLucia.

**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 October 9, 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:

Being confident in the shape that we are currently in for our fiscal year 2025 budget, working closely with Kim on encumbering funds, we are seeing a highly used balance because we are highly encumbered, all of our major contractual obligations have been fully encumbered for the year including health insurance, transportation and special education which is very closely aligned, we are carrying the costs for Effective School Solutions (ESS) and will be reimbursed

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**DISCUSSION/ACTION ITEMS (Continued)**

through the non-lapsing account, the spending patterns look good and Kim is working on projections. At this point of the year we could be conservatively over encumbered. The new electric rate will take place in December (33% increase) and we continue to watch sub utilization (has not changed from last month).

**Capital**

We are in our planning phase so this time of year is the least amount of capital execution. The BHS skylight inspection was finished last week so we should have a final estimate for the roof and skylights within the next few weeks. Brendan and his team along with Kim have done a nice job executing multiple fiscal years worth of capital with a huge thanks to Jim and Kathryn from the Town for their support.

**Food Service Fund**

We continue to maintain around \$1 million in fund balance (there is a requirement to have a certain number of operating months in order to be able to fund), next month the plan is to add Chartwells and the operating breakdown and what it actually looks like through the annual operating budget. Mr. Levitan concluded by saying it is Important to note that there is a negative balance on student accounts (\$4,497.82), we are working on communications and we are monitoring this closely.

**Personnel**

We have received health insurance assistance for the State Partnership Plan for our paraeducators (which wasn't previously eligible), we have 33 full time paraeducators who have received a stipend to help them pay for their portion of the health insurance and the report has been changed to include the number of vacancies and the major changes in positions.

**04 B. COO Updates**

Among the items that Mr. Levitan discussed this evening were; we finished the process for the Master RFP Plan and there will be an announcement next week, they will be at the next full BOE meeting to introduce themselves and kick-off the process. They are a great vendor that we are excited about. In capital we have a few other bids that Kim has been running - snow plow removal service, a vehicle that we just wrapped up the bid on and we are putting out bids for our on-call services for our major trades (electrical, plumbing, HVAC) for our facilities department to access, this way we don't have to keep going out to bid we will already have competitively bid rates for on call Services. We have partnered with Branford Community Foundation to explore some exciting opportunities for public-private partnerships for programs and services here in Branford. The chartered portal for all of Zum services will be live this week. Mr. Levitan concluded by stating that Kim is working on taking credit cards for services (ie; pre-k tuition).

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**BUDGET WORKSHOP**

**05 A. Grant Funds**

This evening Mr. Levitan discussed and highlighted the following; BPS Budget Structure (Operating Budget, Grants - 030 Fund, Capital Budget), BPS Grant Report, the States Electronic Grant Management System (eGMS), Entitlement (established in law and based on formula - Title, IDEA, Excess Cost) vs. Competitive (based on review and grant criteria - School Readiness, Security Grants, Family Resource Center), two-year Title Grants (Title I, II, III and IV), two-year IDEA Grant (Individuals with Disabilities), Medicaid, Education Cost Share Grant (additional examples - Perkins and Bilingual), Competitive Grants (School Readiness, Family Resource Center and School Based Health), other Grants (Universal Service Fund, Magnet School Transportation, Adult Education, Open Choice, National School Lunch Equipment Assistance), Key Takeaways - Staff on Grants, Grant Fund Organization Effort and Next Steps (Budget Development, Monthly Reporting and CSDE Representative Training).

**ADJOURN**

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

Ms. DeLucia adjourned the meeting at 8:05 PM.

The next Personnel & Finance Committee Meeting will be  
December 11, 2024, at 7:00 PM at Walsh Intermediate School  
Collaboration & Innovation Center (Room 112)

Respectfully submitted,  
Meaghan DeLucia  
Secretary

Prepared by,  
Kerry Eyrich