

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

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

HERE	ATTENDEE	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
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
Y	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 7:10 PM by Meaghan DeLucia.

PUBLIC COMMENT

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

APPROVE MINUTES

- 02** A. MOTION (Greenberg/Barron) to approve the minutes from the May 8, 2024, 2024 Personnel & Finance Committee Meeting.
APPROVED UNANIMOUSLY

DISCUSSION/ACTION ITEMS

- 03** A. 2023/2024 Monthly Expenditures

In his report this evening Mr. Levitan reported the following; We are 78.9% encumbered (a little higher than last year), salaries and utilities are fully encumbered, transportation and benefits still need to finish being encumbered, we are working closely with Special Education encumbering up front all of Special Education tuition and transportation so that numbers on Charles' sheet will eventually match what's in the budget. Mr. Levitan went on to explain, this way we have purchase orders upfront and we have an actual balance of known commitments that we have for Special Education. The schools are also working proactively encumbering all of their known expenses throughout the whole year, so we are seeing a higher use rate right now because it gives accurate numbers, because it's all the known encumbrances throughout the year. We are monitoring open PO's to make sure the encumbrances are being accurately managed. We are in alignment with what we would expect this year. In regards to the electric bill we had a multi-year agreement with a third-party provider that expires (7.70 cents a kilowatt hour that is going up to 10.5 in December). This is a problem for both us and the Town (we bid them out together). Mr. Levitan concluded his report by stating; we still have 15 paraeducator vacancies in special education so we are just going to have to see how that impacts our sub base rate. We are basically fully projected on the budget.

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DISCUSSION/ACTION ITEMS (Continued)

When talking about Capital this evening among the items that Mr. Levitan discussed were; the appropriation for Capital is good for three years, going to the Board of Finance, the carry forward being fully spent by the end of June 30th of this fiscal year, over the last six months we have seen a lot of execution of capital by Brendan and his team (as evidence in the comments of by people on how the facilities and the grounds are looking), spending within alignment of the appropriations and possibly how they should be spent (tile replacement at the elementary schools, some ground work - these were appropriated in 22 and these projects were finished over the summer), working closely with Jim Finch and Catherine LaBanca at the Town to go through our Capital appropriations so we have 23, 24 and then 25 as the capital that we just received on July 1st with the new budget, seeing some activity happening on that capital as we get well underway (most notable is \$121,000 for the Master Plan), setting up capital workshops (November or December), working on a template for the principal's input, adding a change to the report month over month, Ms. Delucia's request for a breakdown of grant funds, organizing big grants (multi-year), the big takeaway is carrying a significant amount of staff of grant fund (other costs such as insurance could be general fund) and keeping expenses tied very narrowly to the fiscal year.

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

In his report this evening Mr. Cicarella stated that for fiscal year '25 we have a budget for the tuition account of \$3.67 million and we have a transportation account budget of about \$837,000, for our projections going into June 30th we're looking at combined expenses of \$4.5 million against a budget of \$4.6, with a fund balance of about \$100,000. Mr. Cicarella concluded his report by stating that as those who have been sitting on the committee for a period of time, you know it's a very volatile number and it just takes one or two changes in our census to put these numbers off balance. Right now, we are in a good position.

05 C. Personnel Report

Among the items Mr. Levitan discussed in his report this evening were; making this report more action oriented, having a cover sheet to track changes, August being the busiest month of the year for hiring both certified and non-certified staff, this year we had a big special ed hire for certified and non-certified staff, almost all of the positions were hires from the general fund (the only grant hire being adult ed), in the monthly total column of the report there were 23 non-certified appointments and 17 appointments in the month of August, next step for the report is tying it back to the budget (how does this staffing compare to the budgeted positions that we have) and the effective change in staffing models (security guards included supplemented by part time).

06 COO Updates

Among the items that Mr. Levita discussed in his report tonight were; sending a few things out to bid (snow contract for winter property services), a facilities vehicle and the master plan bid closes on September 18th, setting up evaluation meetings for the master plan, just receiving some of the audit draft results (Town side), waiting on internal audit results back, realigning how the budget is built and on October 1st budget entry begins.

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ADJOURN

- 07** MOTION (Michaels/McNamara) to adjourn.
APPROVED UNANIMOUSLY

Ms. DeLucia adjourned the meeting at 7:42 PM.

The next Personnel & Finance Committee Meeting will be
October 9, 2024, 2024, at 7:00 PM at Walsh Intermediate School
Collaboration & Innovation Center (Room 112)

Respectfully submitted,
Meaghan DeLucia
Secretary

Prepared by,
Kerry Eyrich