

**BRANFORD BOARD OF EDUCATION  
PERSONNEL & FINANCE COMMITTEE/BUDGET WORKSHOP MEETING MINUTES**

**DATE:** February 12, 2025  
**LOCATION:** Walsh Intermediate School  
**SUBJECT:** Collaboration & Innovation Center (Room 112), 185 Damascus Road, Branford, CT  
**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	Adam Greenberg	Board of Education
Y	Marie McNamara (Virtual)	Board of Education
Y	Ellen Michaels (Virtual)	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

Others present: Kim Castoro, Director of Business Services

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**CALL**

**01** The meeting was called to order at 6:32 PM by Committee Chair, Meaghan DeLucia.

**PUBLIC COMMENT**

Ellie Yates, District parent, spoke about her email regarding the full day PreK program and doing what's best for kids.

Louise Dann, District parent, spoke about supporting what the district is trying to do and how beneficial it is, her concerns regarding keeping the website current, having more information, people having an idea of what is going on, Murphy's dismissal procedures and having children in two children in different places and staggering dismissals.

Brian Philips, District parent, spoke about being an advocate for full day PreK, how having reliable child care is important, half day is not a good option, looking at it from the child's side - seeing maturation and great academics and how allowing for full day option gives a step up.

Gregg Jerolman, Branford resident, spoke about the budget, statements made, the history of honest budgets, the previous Superintendent's lower budgets and the situation we are in, a statement made about budget being the most important policy statement being made, Superintendent's performances and the need to be evaluated, support for the Superintendent and financials for what is needed (necessary and important), people need to say what is needed and what is necessary, being strong and certain for the timely and right thing to do.

Continued...

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**APPROVE MINUTES**

- 02** A. MOTION (Greenberg/Michaels) to approve the minutes from the January 8, 2025 Personnel & Finance Committee Meeting.  
APPROVED UNANIMOUSLY (by all BOE members attending in person and virtually)

**DISCUSSION/ACTION ITEMS**

**03 A. 2024/2025 Monthly Finance Reports**

This evening Mr. Levitan reported/discussed/highlighted the following: every major contractual obligation has been encumbered including special education, we are still carrying \$437,000 for the non-lapsing account, there is a balance of a few items that we will adjust for about \$2.2 million (which is good for this time of year), health insurance is at a really accurate point in terms of our accounting, the increased utility rates (30%), sub utilization remains a pressure point on the district, special education on district tuition still has a slight overage on the projection of the line (less than it was last month), the operating budget as a whole is at 97.5% used including all of the encumbrances, the PO report and checking that encumbrances are accurate, we are in good shape and starting to get to a point where we are running an accurate projection, other known big expenses - club stipends and coaches (half a million that hits in spring), Kim has started mapping to the new budget structure and inactivating old account code.

**Capital**

Mr. Levitan reported the following; we've executed month over month reduced capital balance by over \$204,000, in the stage of planning for summer, on February 24th we are going to the Board of Finance to have them reallocate the parking lot funds (\$90,000 split across two schools), bids are being prepared and ready to go out (March timeframe), we are working closely with the Town on capital (trying to coordinate activities), a better the number on the roof (skylight system is the same but instead of \$3.7 million looking more like \$1.5 million), the grant fund is looking well (fully on track to spend any funds that are set to expire this June 30), we received notice that the waiver for Title I for the 85 spend requirement that we didn't hit last year was approved,

**Food Service Fund**

Mr. Levitan continued his report by stating; month over month we are generally seeing the fund balance stabilized depending on when the funds are hitting in between roughly a half million-dollar mark and the negative student balance is trending way better than last year.

**Personnel**

Mr. Levitan concluded this portion of tonight's report by stating, we have filled three critical special education teacher spots, we have no certified vacancies at the moment, there were a couple of essential para hires and the para vacancy rate is at the lowest it has been in years.

Continued...

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**DISCUSSION/ACTION ITEMS (Continued)**

**B. Further Discussion and if Applicable, Recommend FY 26 Budget to Full Board for Approval**

- 04** MOTION (Greenberg/Barron) for a \$9000 cap for the PreK fee.  
APPROVED UNANIMOUSLY (by all BOE members attending in person and virtually)
- 05** MOTION (Barron/Greenberg) to move the adjusted budget to the full Board for approval.  
APPROVED UNANIMOUSLY (by all BOE members attending in person and virtually)
- 06** MOTION (Greenberg/Barron) to make a \$200,000 reduction to leasing and capital.  
APPROVED UNANIMOUSLY (by all BOE members attending in person and virtually)

**ADJOURN**

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

Ms. DeLucia adjourned the meeting at 8:32 PM.

The next Personnel & Finance Committee Meeting will be  
March 12, 2025, at 7:00 PM at Walsh Intermediate School  
Collaboration & Innovation Center (Room 112)

Respectfully submitted,  
Meaghan DeLucia, Secretary

Prepared by,  
Kerry Eyrich