

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

DATE: March 12, 2025
LOCATION: Walsh Intermediate School
Collaboration & Innovation Center (Room 112), 185 Damascus Road, Branford, CT
SUBJECT: Personnel & Finance Committee Meeting

ATTENDANCE

HERE	ATTENDEE	AFFILIATION
Y	Meaghan DeLucia, Committee Chair	Board of Education
Y	Peter Berdon	Board of Education
N	Judith Barron	Board of Education
N	Adam Greenberg	Board of Education
Y	Marie McNamara (Virtual)	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

Others present:

CALL

01 The meeting was called to order at 7:02 PM by Meaghan DeLucia.

PUBLIC COMMENT

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

APPROVE MINUTES

02 Due to lack of quorum, the minutes for this meeting will be approved at the April Personnel & Finance Committee meeting.

DISCUSSION/ACTION ITEMS

03 A. 2024/2025 Monthly Finance Reports

This evening Mr. Levitan reported/discussed/highlighted the following: we are working closely with Administrators for the final quarter of the fiscal year on planning and encumbering, negative accounts are being run every month, we are trending where we should be, in Special Ed there are a few recent variables with a few students that are projecting the deficit to be a little bit bigger – there is an expected interim of \$300,000 that was approved by the Board of Finance and it should be approved by the full RTM this evening, the same budget pressures continue but we are monitoring them closely and we just received \$17,000 from the non-lapsing from last year.

Continued...

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DISCUSSION/ACTION ITEMS (Continued)

Capital

Mr. Levitan discussed the following; there was a small \$10,000 month to month reduction, there is not a ton of activity in February, we plan to address the skylight system – we have a reasonable estimate of approximately \$600,000 with indication of support from the Town, the Facilities Master Plan timeline and process (anything planned is still half a decade), the Board of Finance also approved the reallocation of capital that Dr. Tranberg spoke about last month (minor reallocation for paving, increasing of funds for Indian Neck School and facilities vehicles savings), a major door replacement is planned with existing capital, IDEA and Title grants are expiring June 30th (will be fully obligated and expended before they expire) and a conversation with the State of Connecticut Department of Education regarding dates and flexibility (revisit grant revisions, target for April).

Food Service Fund

Mr. Levitan discussed the following; the fund is in a healthy state right now, the new Director (Foe) is doing a great job, we received consistent good feedback, participation remains low (especially for breakfast), working with administrators to figure out if it is system design and how kids can access breakfast, Foe piloted new menus last month and we are piloting a new breakfast program (in the lobby of Tisko School), Murphy School is trying a different pilot with some different food, the cumulative negative balance just crossed \$11,000 (weekly letters sent home, it is way less than last year), Tisko School held a fund raiser to help with negative balances at their school (other schools are thinking of doing this as well), potentially working with the Branford Community Foundation for support for families who haven't paid their balance and hoping for operational guidance to say we can use surplus to wipe out funds but we need approval from the USDA first,

Personnel

Mr. Levitan concluded this portion of tonight's report by discussing; getting ready for the busy hiring season, new budgeted positions have been posted as anticipated as being open and there is a lot of recruitment that's already started.

04 B. COO Updates

Among the items that Mr. Levitan provided an update for this evening were; RTM Special Ed appropriations, fund balance appropriations presented by Jim Finch to the Ways and Means Committee (increasing a supplement one time contribution – lap top leases and \$3 million in unassigned balance ((emergency fund)) specific to the Board of Ed in the event that federal grant money went away and possible updates to the transportation policy (need to be done by June 1).

05 B. Healthy Food Certification (HFC)

Due to a lack of Committee quorum, the HFC will be discussed at next week's Full Board meeting.

Continued...

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ADJOURN

- 06** MOTION (Michaels/DeLucia) to adjourn.
APPROVED UNANIMOUSLY (by all BOE members attending in person and virtually)

Ms. DeLucia adjourned the meeting at 7:26 PM.

The next Personnel & Finance Committee Meeting will be
April 9, 2025, at 6:30 PM at Walsh Intermediate School
Collaboration & Innovation Center (Room 112)

Respectfully submitted,
Meaghan DeLucia
Secretary

Prepared by,
Kerry Eyrich