

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

DATE: April 27, 2022 **LOCATION:** Walsh Intermediate School Cafeteria
185 Damascus Road, Branford, CT
SUBJECT: Personnel & Finance Committee Meeting

HERE	ATTENDEE	ATTENDANCE	AFFILIATION
Y	Meaghan DeLucia, Committee Chair		Board of Education
Y	Peter Berdon		Board of Education
N	Cristina Cantu		Board of Education
N	Meredith Gaffney		Board of Education
Y	Ellen Michaels		Board of Education
N	John Prins		Board of Education
Y	Dr. Tim Raynor		Board of Education
Y	Laura Troidle		Board of Education
Y	Marie Watson		Board of Education
Y	Hamlet M. Hernandez, Superintendent		Central Office
Y	Rachel Sexton, Assistant Superintendent		Central Office
Y	Charles Cicarella, Jr., Student Services Director		Central Office
Y	Donald Neel, Chief Operating Officer (COO)		Central Office

Others present:

CALL

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

APPROVE MINUTES

02 A. MOTION (Troidle/Michaels) to approve the minutes from the March 16, 2022 Personnel & Finance Committee meeting.
APPROVED UNANIMOUSLY

DISCUSSION/CONSENT ITEMS

03 **2021/2022 Monthly Expenditures**

Don Neel reported that the pupil services budget is 81.7% committed, the general operations budget is 87.7% committed, for a consolidated general fund commitment of 86.6 %. Mr. Neel stated that we are on a stable trajectory to have an ending balance that is somewhat higher than what we typically have (“north of \$200,000”). We are in a strong fiscal position, with no major unplanned expenses and some vacancy savings.

04 **2021/2022 Special Education Tuition & Transportation Monthly Expenditures**

Charles Cicarella, stated that we saw a slight projected decrease in expenses (\$5,000), we are looking at a total of \$3,037,000 in tuition expenses, \$860,00 in transportation expenses, combined expenses are approximately 3.9 million against a budget of 3.991 million dollars, leaving us with residuals of approximately \$95,000. Mr. Cicarella stated that we are very stable right now going into the end of the school year.

05 **Personnel Report**

Don Neel stated that there are no comments on the report itself. At the full BOE meeting we will discuss the para memorandum of understanding that is definitely going to help with staffing.

Continued...

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DISCUSSION/CONSENT ITEMS (Continued)

06 Healthy Food Certification (HFC)

Don Neel discussed the HFC. Among the things that Mr. Neel discussed were; the program bringing in a little more than \$18,000 per year to the food program, it is something that we have been doing for a number of years and by agreeing to participate in this program we agree to only serve items that are endorsed by the Department of Education.

MOTION (Raynor/Michaels) to recommend adding the HFC as a consent agenda item on the April full regular BOE meeting agenda.

APPROVED UNANIMOUSLY

07 ESSER Funds

Don Neel provided an update on ESSER Funds. Among the items that Mr. Neel discussed were the budget revisions that have been submitted to the State that includes subsidization of JBS AC project, being very specific on how we will be using the dollars and the first year of the para MOU costs being borne by these funds.

08 FY23 Budget Update

Among the items that Don Neel discussed were; this month's presentation to RTM budget committee meeting and the upcoming RTM meetings.

PUBLIC COMMENT ON DISCUSSION/ACTION ITEMS

Gregg Jerolman, Branford resident, spoke about District vacancies and Human Resources positions.

ADJOURN

09 MOTION (Troidle/Raynor) to adjourn.

APPROVED UNANIMOUSLY

Meaghan DeLucia adjourned the meeting at 6:55 PM.

**The next Personnel & Finance Committee Meeting will be
May 18, 2022, at 7:00 PM at Walsh Intermediate School Cafeteria.**

Respectfully submitted,
Meredith Gaffney
Secretary

Prepared by,
Kerry Eyrich