

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

**DATE:** March 16, 2022                      **LOCATION:** Walsh Intermediate School Cafeteria  
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	Meredith Gaffney	Board of Education
Y	Ellen Michaels	Board of Education
Y	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:

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**CALL**

**01** The meeting was called to order at 6:53 PM by Meaghan DeLucia.

**APPROVE MINUTES**

**02** A. MOTION (Raynor/Michaels) to approve the minutes from the January 26, 2022 Personnel & Finance Committee meeting.  
APPROVED UNANIMOUSLY

**03** A. MOTION (Troidle/Michaels) to approve the minutes from the February 9, 2022 Budget Workshop/Personnel & Finance Committee meeting.  
APPROVED UNANIMOUSLY

**DISCUSSION/CONSENT ITEMS**

**04** **2021/2022 Monthly Expenditures**  
Don Neel provided the monthly expenditures report. Mr. Neel stated that the Pupil Services budget is 79% committed, the General Operations budget is 86.4% for a consolidate general fund commitment of 85%. This is up from last time due to the settlement of the support staff contract. We are in a very strong position as we head into the fourth and final quarter.

Mr. Neel answered a question from a few meetings ago regarding building subs vs. hiring a teacher. He stated that since the pandemic started we have relied heavily on building subs. It is particularly valuable because day to day subs are hard to find, there is more flexibility because they are not a staff member. Regarding the price differential, the savings using a building sub over having a staff member is over \$50,000.

**05** **2021/2022 Special Education Tuition & Transportation Monthly Expenditures**  
Charles Cicarella, stated that current expenses are projected at approximately 3.05 million in tuition expenses going into the end of the school year, \$858,000 for transportation expenses for a total combine expenses of 3.9 million against a budget of 3.99 million, leaving residuals of about \$90,000 heading into the end of the year. We are well positioned.

Continued...

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**06    Personnel Report**

Don Neel gave the monthly personnel report. Mr. Neel discussed the implementation and details for the Employee Assistance Program (EAP) and the recognition of Kim Ross (Chartwells employee) as the Northeast Cheers Program recipient.

**07    Capital Budget Funds Redesignation**

Don Neel discussed the redesignation of capital budget funds for various district projects. Among the projects are; system wide door replacement, bathroom renovations, JBS architectural study, tile replacement, and the removal of underground storage tanks.

MOTION (Troidle/Michaels) to recommend the redesignation of capital budget funds to the Full Board for approval.

APPROVED UNANIMOUSLY

**PUBLIC COMMENT ON DISCUSSION/ACTION ITEMS**

Gregg Jerolman, Branford resident, congratulated Ms. DeLucia for becoming the Chair of the committee. Mr. Jerolman spoke about the personnel report and the hiring of the District's Director of Technology.

**ADJOURN**

**08    MOTION (Troidle/Michaels) to adjourn.  
APPROVED UNANIMOUSLY**

Meaghan DeLucia adjourned the meeting at 7:17 PM.

**The next Personnel & Finance Committee Meeting will be  
April 27, 2022, at 7:00 PM at Walsh Intermediate School Cafeteria.**

Respectfully submitted,  
Meredith Gaffney  
Secretary

Prepared by,  
Kerry Eyrich