

**BRANFORD BOARD OF EDUCATION**

**BUDGET WORKSHOP/PERSONNEL & FINANCE COMMITTEE MEETING MINUTES**

**DATE:** February 8, 2023

**LOCATION:** Walsh Intermediate School Cafeteria  
185 Damascus Road, Branford, CT

**SUBJECT:** Budget Workshop/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	Cristina Cantu	Board of Education
Y	Ellen Michaels	Board of Education
Y	John Prins	Board of Education
N	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: Joe Carbone, Supervisor of Buildings and Grounds; Rob Kovi, Director of Technology; Lee Panagoulas, BHS Principal and Doug Cucchiarelli, WIS Assistant Principal

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**CALL**

**01** The meeting was called to order at 6:43 PM by BOE Chair, Peter Berdon.

**AGENDA CHANGE**

**02** MOTION (Troidle/Micheals) to Discussion/Action Item A to the bottom of discussion items  
APPROVED UNANIMOUSLY

**PUBLIC COMMENT**

Gregg Jerolman, Branford resident, spoke about the budgetary aspects of this meeting, the need for a line item-based budget, the Shareholder report done by McPherson & Jacobson, security, MTM Personnel and “not sweeping things under the rug.”

**APPROVE MINUTES**

**03** MOTION (Troidle/Michaels) to approve the minutes from the December 21, 2022 Personnel & Finance Committee Meeting.

APPROVED UNANIMOUSLY

**04** MOTION (Troidle/Michaels) to approve the minutes from the January 11, 2023 Special Personnel & Finance Committee Meeting.

APPROVED UNANIMOUSLY

**DISCUSSION/ACTION ITEMS**

**05** **A. 2022/2023 Monthly Expenditures**

Don Neel stated that the Pupil Services budget is 75.2% committed, the General Operations budget is 88.6% committed for a consolidated General Fund commitment of 86.1% (up from 83.5% last month), Mr. Neel concluded his report by saying that we are staying on track and we continue to monitor the budget very closely.

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**06 B. 2022/2023 Special Education Tuition & Transportation Monthly Expenditures**

Charles Cicarella reported that we have maintained our historical patterns and trends relative to tuition and transportation expenses. There was a slight increase in expenses of about \$14,000 going into June 30<sup>th</sup>, estimating expenses of about 2.8 million dollars for tuition, approximately \$824,000 for transportation and combined its approximately 3.7 million dollars in expenses, against a 3.8-million-dollar budget, leaving about \$123,000 in residuals going into June 30<sup>th</sup>. Mr. Cicarella concluded by saying “we are well positioned and I don’t see any problems going into the end of the year.”

**07 C. Personnel Report**

Don Neel stated that it was a quiet month. He discussed para positions and stated that we are trending in the right direction.

**08 D. FY24 Capital & Education Budget**

Superintendent Hernandez began the discussion by stating that as of this evening the budget request was down to 7.2%. Among the questions that Superintendent Hernandez and the Districts administrative team answered for the Board were; the cost of BOE police coverage, the number of students per school (fixed costs and per student), the relationship between enrollment and FTEs, positions paid through grants and other sources, STEM teacher positions, explanation on the system wide budget, class sizes, MTM high needs per student and teaching staff, WIS enrollment staff increase, WIS purchase services, WIS Cultural funds, what Title IV is and what the criteria, WIS increase in audio visual supplies, money spent on professional development per school, when is staffing reconfigured, BHS class sizes on average, BHS reduction in staff, BHS professional technical line items, BHS communications line items, tuition/students (EYC, IDEA, magnets and special educations costs), do we pay for homeschooled students, funding SAT's and other scholastically focused items for BHS seniors, monies spent and equity for all BHS students, the increase of BHS professional development, athletics costs (7.55% increase, additional staff, non-certified three new positions, property and liability, repair costs, rental line and instructional supplies), how many student participate in athletics and how much is spent per student, athletics transportation costs, athletic salaries, continuing/increasing interest in the District's swimming program, where does the money go for money charged to enter football games, how many students participated in extended learning/summer programs and total costs including instructional supplies, summer programing student performance data, technology staff salary increase, technology repair services, what does the health services budget include, how many school nurses, nurse professional development, expanding mental health services through School Based Health Centers, are Epi Pens included in the budget, the biggest driver in the System Wide budget, trash and snow removal, insight into property and liability, the non-certified salary increase, how many special education students does the District have and does it include a 504 plan, is ESS working and what is its impact, can we replicate the ESS model to save money, central office expenses and is SACC under our budget?

**ADJOURN**

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

Continued...

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Peter Berdon adjourned the meeting at 9:12 PM.

**The next Personnel & Finance Committee Meeting will be  
March 8, 2023 at 7:00 PM at Walsh Intermediate School Cafeteria.**

Respectfully submitted,  
Meredith Gaffney  
Secretary

Prepared by,  
Kerry Eyrich