

**BRANFORD BOARD OF EDUCATION
SPECIAL RETREAT MEETING MINUTES**

DATE: July 12, 2023

LOCATION: Walsh Intermediate School Cafeteria
185 Damascus Road, Branford, CT 06405

SUBJECT: Board of Education Meeting

ATTENDANCE

HERE	ATTENDEE	AFFILIATION
Y	Peter Berdon, Chair	Board of Education
Y	Ellen Michaels, Vice-Chair	Board of Education
N	Meredith Gaffney, Secretary	Board of Education
N	Cristina Cantu	Board of Education
Y	Meaghan DeLucia	Board of Education
Y	John R. Prins	Board of Education
Y	Dr. Tim Raynor	Board of Education
Y	Laura Troidle	Board of Education
Y	Marie Watson	Board of Education
Y	Dr. Christopher Tranberg, Superintendent	Central Office
Y	Rachel Sexton, Assistant Superintendent	Central Office
Y	Don Neel, Chief Operating Officer	Central Office

Others present: Nick Caruso, CABA

BUSINESS ITEMS

ITEM DESCRIPTION

CALL TO ORDER

01 Meeting was called to order at 5:35 PM by BOE Chair, Peter Berdon.

DISCUSSION ITEMS

02 A. Welcome primary meeting facilitator, Nick Caruso, Senior Staff Associate for Field Service and Coordinator of Technology from the Connecticut Association of Boards of Education (CABA).

Among the items that were reviewed and discussed this evening by Nick Caruso and the Board were:

- Theme of this meeting was Communication.
- Board Introduction (who, how long, why and what they hoped for the meeting).
- Nick Caruso's introduction to the Board including his experience.

03 B. Review and discuss the initial entry plan of the new Superintendent of Schools.

In his presentation this evening Superintendent Tranberg discussed:

- The District Mission and Global Competencies.
- The Strategic Coherence Plan (SCP).
- The Stakeholder Input Report (District Assets/District Issues).
- Organizational Chart.
- Entry Plan Goals.
- Timeline Overview (1. Listen & Learn, 2. Share & Build, 3. Launch & Assess).
- Stakeholder Participation (BOE, Staff, Students, Parents, Community and Town Officials).

Continued...

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DISCUSSION ITEMS (Continued)

- Questioning through an Interview Guide (What are we proud of? What do you find challenging? What do you wish could be undone? What do you hope for the future?).
- Timeline: A close look at Phase 1 (Listen & Learn).
- Guiding written documents for review.
- The path forward (Phase 1 – July to October, Phase 2 – November to December, Phase 3 – January to June).

04 C. Discuss and develop communication expectations between the Board and Central Office Administration.

Nick Caruso discussed the following:

- The importance of aligning district work to the SCP and the Board's role in support that work.
- The importance of respecting the Superintendent as the Chief Executive Officer of the District.
- Ensuring a clear chain of communication with the Board Chair and Superintendent.
- The focus of agenda development and the purpose of a board meeting (taking action vs. brainstorming).
- Effective use of Committee structures.
- Board material availability.
- How Board members respond when approached individually and the appropriate chains of communication for concern from the community.
- The role of public comment.

ADJOURN

05 MOTION (Raynor/Troidle) to adjourn.
APPROVED UNANIMOUSLY

Mr. Berdon adjourned the meeting at 8:30 PM.

Respectfully submitted,
Laura Troidle
Pro-Tem Secretary

Prepared by,
Kerry Eyrich