

**BRANFORD BOARD OF EDUCATION**

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES**

**DATE:** March 8, 2023      **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	Cristina Cantu	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 7:23 PM by Peter Berdon.

**PUBLIC COMMENT**

There were no public comments made at this evenings meeting.

**APPROVE MINUTES**

**02** A. MOTION (Michaels/Troidle) to approve the minutes from the February 8, 2023 Budget Workshop/Personnel & Finance Committee Meeting  
APPROVED UNANIMOUSLY

**DISCUSSION/ACTION ITEMS**

- 03** **A. 2022/2023 Monthly Expenditures**  
Don Neel reported that the Pupil Services budget is 74.7% committed, the General Operations budget is 89.1% committed, for a consolidated General Fund commitment of 86.4%. Mr. Neel concluded his report by stating that this continues to be a tight budget, but we will manage it carefully as we always do.
- 04** **B. 2022/2023 Special Education Tuition & Transportation Monthly Expenditures**  
Mr. Cicarella stated that we are well positioned going into the end of the year, however, we did see a slight increase in projected expenses going into June 30<sup>th</sup> of about \$25,000, that was offset by a reduction in our transportation expenses of about \$20,500 due to a consolidation in transportation runs, this bought our increase for the month to about \$4,900, our expenditures are sitting at about 3.6 million against a 3.7 million dollar budget, leaving residuals of about \$117,000 going into June.
- 05** **C. Personnel Report**  
Mr. Neel reported that with the help of Mr. Cicarella we have taken steps of working with Paraprofessionals to see if there is a better fit in position for them, this provides flexibility to find a slightly different role where they could thrive.

Continued...

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**DISCUSSION/CONSENT ITEMS (Continued)**

**06 D. Solar Project Update**

Mr. Neel stated that the contractors were here last week, they installed housings for panel boards and sockets for the meters, the electronic components are not here yet, we anticipate them this month, the goal is to have the project completed sometime in April.

**07 E. Healthy Food Certification**

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

APPROVED UNANIMOUSLY

**08 F. Budget Process**

Meaghan DeLucia and the Board members discussed the following; highlight items going forward for next year, sharing materials with the public, submitting questions (all submitted answered), looking for patterns, more feedback time, things done well and things needing clarification, having background on student population data, viewing and using EdSight information, get prior year's budget in actual expenditures, also to see what full expenditures are (grants vs. LEA), being able to see historical trend data, having written answers to questions asked this year, seeing a variance for compresence and historical data.

**ADJOURN**

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

APPROVED UNANIMOUSLY

Mr. Berdon adjourned the meeting at 7:56 PM.

**The next Personnel & Finance Committee Meeting will be  
April 19, 2023, at 7:00 PM at Walsh Intermediate School Cafeteria.**

Respectfully submitted,  
Meredith Gaffney  
Secretary

Prepared by,  
Kerry Eyrich