

BRANFORD BOARD OF EDUCATION

PERSONNEL & FINANCE COMMITTEE MEETING MINUTES

DATE: October 11, 2023 **LOCATION:** Walsh Intermediate School Cafeteria
185 Damascus Road, Branford, CT
SUBJECT: Personnel & Finance Committee Meeting

ATTENDANCE

HERE	ATTENDEE	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
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	Dr. Christopher Tranberg, Superintendent	Central Office
Y	Allison Moran, 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 7:16 PM by Meaghan DeLucia.

PUBLIC COMMENT

Gregg Jerolman, Branford resident, congratulated Ali Moran, spoke about the Personnel Report and the number of paraprofessional open positions and hiring through other entities (Kelly Services, Robert Half).

APPROVE MINUTES

- 02** A. MOTION (Michaels/Raynor) to approve the minutes from the September 13, 2023 Personnel & Finance Committee Meeting.
APPROVED UNANIMOUSLY

DISCUSSION/ACTION ITEMS

- 03** A. 2023/2024 Monthly Expenditures
Mr. Neel reported that the Pupil Services Budget is 56.9% committed, the General Operations Budget is 88.1% committed, for a consolidated budget commitment of 81.9%. Mr. Neel also stated that “at a high level we are in good shape”, there was a last minute modification from the State at the end of June that resulted in an approximately \$300,000 savings. We have had three failures of heating and cooling units in this building since construction, the first two were under warranty and with this latest one that has failed the compressor was warranted but not the rest and the cost is approximately \$70,000. Mr. Neel also spoke about free breakfast availability, the State’s policy for lunch charges, the Districts no lunch shaming policy and student debt (needs to come from local funds). Mr. Neel continued his report by saying we recently completed a very significant upgrade to our MUNIS payment system. Last Thursday was a mandatory meeting for parties that are interested in responding to our RFP for the transportation proposal. Mr. Neel concluded by stating that John Turenne the Director of Dining Services, applied for an equipment grant and we were rewarded just under \$33,000 and that money will be used to replace milk coolers.

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DISCUSSION/ACTION ITEMS (Continued)

04 B. 2023/2024 Special Education Tuition & Transportation Monthly Expenditures

Mr. Cicarella reported that this month we saw a projected increase of \$72,000 in our tuition line and about \$10,000 of that is attributed to extended school year/extended school day services that kids are receiving and the balance being regular tuition expenses. We are looking at expenses going into June 30th of about 3.5 million, a little bit of an offset took place in transportation expenses, which are down because we did some consolidation where we were able to. Saving approximately \$10,000, with a projection of approximately \$771,000, our combined expenses are 4.2 million against a \$3.9 budget, looking at an overage of approximately \$300,000. Mr. Cicarella also stated that he keeps Mr. Neel and Dr. Tranberg apprised of all of this every time there is a tuition to make sure that our budget can sustain it overall throughout the year. Mr. Cicarella concluded his report by stating that he is engaged in a fiscal analysis and a physical plant audit within his department to see if it makes sense to create programs at this juncture for certain populations and have them be in the District and the long term sustainability of it, there are a lot of factors that have to be considered and if it does meet that threshold where it makes sense to have it in the District that is something we would put forward to propose so we are in front of any emerging need.

05 D. Personnel Report

Mr. Neel reported that there has not been a lot of movement which in terms of paraprofessionals is good news (only one left this month). There was a recent change where we changed how we post for paraprofessional positions (consolidated under various openings).

06 D. Use of Facilities

Superintendent Tranberg began by stating that the policy was adopted on October 19, 2022. Among the items that Dr. Tranberg also discussed were; policy 1800 including Section D Fees and other costs, entities that would not incur a cost vs. those that would incur a cost, the District has not collected fees with a high level of consistency since COVID and a request to waive the costs. Dr. Tranberg also stated that the things to consider are; expectations and fees, enforcing the policy as written, waive costs, tier of waiving (non profit, for profit, outside entity). Request for when school is cost (custodians and security). if school is closed facilities are closed

Collectively Dr. Tranberg and the Board members discussed the following; not incurring additional costs, looking into what the Rec. Department does, a definition of profit vs. non profit in the policy and reduced fees, clarity and consistency, having a clean day, fees, associated costs, when to start fees (April 1), a tiered structure, associated costs and rental fees.

MOTION (Raynor/Troidle) to recommend to the Full Board to take action.
APPROVED UNANIMOUSLY

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