

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

**DATE:** September 13, 2023      **LOCATION:** Walsh Intermediate School Cafeteria  
185 Damascus Road, Branford, CT  
**SUBJECT:** Personnel & Finance Committee Meeting

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<u>HERE</u>	<u>ATTENDEE</u>	<u>ATTENDANCE</u>	<u>AFFILIATION</u>
Y	Meaghan DeLucia, Committee Chair		Board of Education
Y	Peter Berdon		Board of Education
Y	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	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 7:06 PM by Meaghan DeLucia.

**PUBLIC COMMENT**

Gregg Jerolman, Branford resident, spoke about an update on the Paraprofessional contact, a FOIA request linked to hiring of principal of MTM, the new hiring of the Assistant Superintendent, District leaders (turnover, toxic work environment), and the AD opening.

**APPROVE MINUTES**

- 02** A. MOTION (Troidle/Michaels) to approve the minutes from the August 9, 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 39.8% committed, the General Operating budget is 75.1% committed, for a consolidated commitment of 68/1%. Mr. Neel also stated that this report does not reflect 10-month staff wage encumbrances. The workers compensation contribution has been made (we are self-insured with the Town) and we contributed over \$239,000 this year to the Town, we incurred \$38,000 last year in claims (budget and pay amount provided by Town Finance), over the past 4 years we contributed on average more than \$220,000 per year. This is more than what it costs us to pay claims for our people (this could be a year we push back on that or look for alternatives). Mr. Neel also discussed the surplus funds in the food service program (asked State if we could supplement lunches but the only allowable expenditure is Capital), the waivers at Federal level have expired. Mr. Neel concluded his report by discussing the District following Board policy for use of buildings (develop fee schedule and process).
- 04** **B. 2023/2024 Special Education Tuition & Transportation Monthly Expenditures**  
Mr. Cicarella stated as mentioned last month, there was increase in expenses this month, projected expenses related to tuition of approximately 3.4 million dollars going into June 30, this is an increase of

Continued...

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**DISCUSSION/ACTION ITEMS (Continued)**

\$208,727 from last month, 3.2 million dollars is related to regular school year expenses (August thru June) and \$184,000 is attributed to extended school year services (summer services) these expenses are directly attributed to census, program and some services changes for students, transportation expenses are stable with \$781,000 for the year, \$720,000 regular school year, \$61,000 a reduction from last month in ESY expenses, consolidated budget of 3.9, leaving an overage of \$240,000. Mr. Cicarella concluded by saying that he is working closely with Mr. Neel and Dr. Tranberg.

**05 D. Personnel Report**

Mr. Neel reported that we are working out the details for the Interim Athletics Director (Mr. Kennedy) and it should be a smooth transition. He thanked Marie and Ellen for their work with the Para contract. Mr. Neel concluded by saying we are doing our utmost to settle contracts before the fiscal year begins and negotiations with teachers have begun.

**ADJOURN**

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

Ms. DeLucia adjourned the meeting at 7:27 PM.

**The next Personnel & Finance Committee Meeting will be  
October 11, 2023, at 7:00 PM at Walsh Intermediate School Cafeteria.**

Respectfully submitted,  
Laura Troidle  
Pro Tem Secretary

Prepared by,  
Kerry Eyrich