

**BRANFORD BOARD OF EDUCATION**

**PERSONNEL & FINANCE COMMITTEE MEETING MINUTES**

**DATE:** March 13, 2024

**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>
N	Meaghan DeLucia, Committee Chair	Board of Education
Y	Peter Berdon	Board of Education
Y	Judith Barron	Board of Education
N	Marie McNamara	Board of Education
Y	Ellen Michaels	Board of Education
Y	Ram Shrestha	Board of Education
Y	Shawn Tiernan	Board of Education
Y	Laura Troidle	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	Michael Lopes, Finance Manager	Central Office

Others present:

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**CALL**

- 01** The meeting was called to order at 7:32 PM by Peter Bedon.

**PUBLIC COMMENT**

There were not public comments made at this evening’s meeting.

**APPROVE MINUTES**

- 02** A. MOTION (Barron/Michaels) to approve the minutes from the February 14, 2024 Budget Workshop/Personnel & Finance Committee Meeting.  
APPROVED UNANIMOUSLY

**DISCUSSION/ACTION ITEMS**

- 03** A. 2023/2024 Monthly Expenditures  
Michael Lopes stated that he will speak to the consolidated budget as there weren’t many updates from last month. Mr. Lopes reported the budget remains in a relatively healthy position, he discussed the budget items, encumbrances and processes that are usually addressed this time each year.
- 04** B. 2023/2024 Special Education Tuition & Transportation Monthly Expenditures  
Charles Cicarella reported that our expenditures are approximately 3.64 million dollars, this represents and increase of \$97,000 compared to last months projection (directly tied to a census change in some placements), this was slightly offset by a transportation reduction, we are seeing expenses at about \$784,000 in transportation going into June 30<sup>th</sup>. That represents a decrease from last month of about \$22,500. Combined expense are looking to be approximately 4.4 million dollars against a budget of 3.95 million dollars, showing overtures of \$470,000, that represents a total increase from last month of \$74,953. Mr. Cicarella concluded by stating that he is working with Mr. Lopes to keep him apprised and stated that “we are working through all of the details to make sure we can cover all the expenditures and not have any issues through the end of the year.”

Continued...

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**DISCUSSION/ACTION ITEMS (Continued)**

**05 C. Personnel Report**

In his report this evening Mr. Lopes stated that there are a couple of additions and changes, one thing to note is our COO has been appointed and will be starting in April. Mr. Cicarella discussed the recent hiring of a highly qualified school psychologist which is a shortage area.

**06 D. Healthy Food Certification (HFC)**

MOTION (Michaels/Barron) to recommend the Healthy Food Certification to the Full Board for approval.

APPROVED UNANIMOUSLY

**ADJOURN**

**07 MOTION (Greenberg/Barron) to adjourn.**

APPROVED UNANIMOUSLY

Mr. Berdon adjourned the meeting at 7:41 PM.

**The next Personnel & Finance Committee Meeting will be  
April 17, 2024, at 6:30 PM at Walsh Intermediate School Cafeteria.**

Respectfully submitted,  
Laura Troidle  
Pro Tem Secretary

Prepared by,  
Kerry Eyrich