

Finance Subcommittee Meeting
Wednesday, May 21, 2025, 5:30 PM
Central Office

I. Public Comment

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

II. Approve the Minutes from the March 19, 2025 Finance Subcommittee Meeting

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

III. April 2025 Budget Expense Report

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IV. Non-Lapsing Account (Fund Balance)

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

V. Healthy Food Certification

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VI. Lunch Prices 2025-2026

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VII. Food Service Bid Update

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VIII. Reimbursement for High School Roof & Phase I Construction Project

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IX. Other

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, March 19, 2025, 5:30 p.m.
Central Office

Attendance:

Monica Logan	Present	Cheri Burke	Present
Heather Lombardo	Present	Nickie Stevenson	Present
Donna Nolan	Present		
Ali Zafar	Present		

Meeting commenced at 6:17 p.m. Meeting adjourned at 6:45 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the February 19, 2025 Finance Subcommittee Meeting:** A motion was made by Heather Lombardo and seconded by Ali Zafar that the Finance Subcommittee approve the minutes from the February 19, 2025 Finance Subcommittee Meeting. Motion passed with one abstention (Ali Zafar).
- 3. February 2025 Budget Expense Report:** A motion was made Heather Lombardo and seconded by Ali Zafar that the Finance Subcommittee approve the February 2025 Budget Expense Report as presented. Motion passed.
- 4. FY26 Budget Update:** The budget and questions will be presented tonight before the Board votes on it.
- 5. Other:**

A motion was made by Ali Zafar and seconded by Heather Lombardo to adjourn the meeting. This motion passed at 6:45 p.m.

GRANBY PUBLIC SCHOOLS

BUSINESS OFFICE

15-B North Granby Road
Granby, CT 06035
(860) 844-5253

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools
From: Nickie Stevenson, Director of Finance & Operations
Re: April 2025 Budget Expense Report
Date: May 16, 2025

Please find attached the April 2025 budget expense report for this fiscal year encompassing transactions through 5/15/2025.

Personnel and Program Accounts

The overall budget remains aligned with projected annual expenditures. As is typical, during the school year both realized and anticipated savings, are identified to support both unplanned needs and yearend initiatives, while maintaining fiscal responsibility. Unspent funds may be returned to the Town for future educational use or deposited into the BOE Non-Lapsing Education Fund, reinforcing our commitment to Granby's public education.

As yearend progresses, fund transfers will increase to support key purchases and initiatives, including covering negative account balances via line-item transfers. Transfer requests requiring Board pre-approval are included at the end of this memo.

Currently, the personnel unallocated line has a balance of approximately \$267,000 due to staffing changes, vacancies, and leaves. These funds are no longer needed for FY 2025 personnel expenses. Additional program savings, particularly in special education, are also expected. Please note that invoices for goods and services received in May and June will continue to be processed through July.

Special Education

As previously mentioned at various times throughout the year, special education expenses are trending well below budget due to a variety of reasons. Such reasons consist of three (3) main contributing factors comprising of certified personnel, tuition and transportation.

- HS Psychologist (certified salary) – this employee resigned during the school year and due to the unique needs of this position, the district was unable to fill this position in FY 2025.
- Outplacement Tuition – throughout the course of the year three (3) students changed placement where they returned to in-district from their initial out-of-district placements. Additionally, there were four (4) students who withdrew from their outplaced program for various reasons (i.e., moved out of Granby, homeschooling, etc.)
- Transportation – there were significant savings this year in transportation due to a renegotiated daily contract rate, as well as the reduction of transportation for outplacements. As students leave outplacements as referenced above, transportation also ceases, which also garners savings. Finally, our special education department has been diligent in creating cost savings by alleviating

solo riders when possible and arranging ride shares. All-in-all, this year the district saved \$490,000 in special education transportation alone.

Please take note this type of surplus in special education is uncommon and can drastically change at what seems like a moment's notice. However, at this point in time we do not foresee any major shifts or changes prior to June 30th.

Quality and Diversity Fund (Q&D)

The forecast for the Q&D fund continues to remain consistent and positive. The fund is expected to end the year with a balance of approximately \$200,000.

BOE Reimbursements to the Town

The total reimbursement revenue to the Town for FY 2025 is anticipated to be \$2,327,563, which is \$165,588 less than originally budgeted. Even though the district experienced a large decrease (\$587,815) in the expected special education excess cost grant, tuition reimbursements as a whole increased \$422,227, thereby offsetting the decreased grant revenue. Most monies have been received, with the exception of tuition revenue from Hartford. However, we do fully expect to receive those funds by June 30th.

Transfer Requests

We request the following transfers from other line items with available program balances (e.g., utilities) to cover current supply line items with negative balances. Any supply line items that cannot be covered with other available supply accounts, require transfers from other categories. This type of transfer requires Board pre-approval. The accounts that require such transfers are listed below.

- \$12,000 for custodial and maintenance supplies
- \$60,197 for the purchase of the K-3 reading program and French textbooks

Additionally, as the fiscal year progresses and comes to a close, additional savings will accumulate. Given the substantial number of accounts (over 650), even the slightest amounts in each account can rapidly accumulate. Therefore, we request that additional yearend balances and unallocated funds first be transferred to balance all accounts as needed through June 30th. As FY 2025 comes to a close, the numbers for the board of education budget are highly favorable, where spending was less than the budgeted amount, demonstrating efficiency and effectiveness of current operations.

Therefore, in continued collaboration with the Town Board of Finance and the Board of Selectman, it is suggested to utilize a substantial portion of any remaining general fund monies (not to exceed \$650,000), for BOE small capital projects. Such designated funds, with the amount to be finalized after the closing of the fiscal year on 6/30/25, will be deposited into the BOE small capital fund and thereby requires approval from the Board of Education. This transfer of funds would create an appropriation for the following projects.

\$100,000 – BOE Central Office Roof
\$130,000 – GMHS Main Gym Bleachers
\$420,000 – Safety and Security*
\$650,000 – Total

*Please note, this amount could fluctuate depending upon final yearend expenses, as well as Board approval of any non-lapsing fund deposits. Any amount deposited in the small capital fund for the purpose of safety and security will be coupled with the current FY25 appropriated amount of \$439,603.

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
April 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$90,245	\$91,232	\$67,323	\$19,688	\$4,220	95.4%
02	Conference & Travel	\$58,094	\$56,681	\$29,097	\$10,172	\$17,412	69.3%
03	Dues and Fees	\$38,738	\$38,258	\$34,077	\$728	\$3,453	91.0%
04	Equipment/Furniture	\$8,500	\$199,045	\$8,826	\$190,185	\$34	100.0%
05	Legal Services/Insurance	\$140,460	\$150,094	\$145,314	\$2,861	\$1,920	98.7%
06	Library/Media	\$57,368	\$56,344	\$54,594	\$1,751	\$0	100.0%
07	Purchased Services	\$1,114,702	\$1,097,664	\$917,678	\$167,287	\$12,700	98.8%
08	Repairs & Maintenance	\$539,517	\$539,405	\$454,152	\$80,473	\$4,780	99.1%
09	Software	\$443,364	\$426,605	\$386,430	\$30,831	\$9,344	97.8%
10	Special Education	\$4,394,816	\$4,219,040	\$2,976,661	\$773,860	\$468,519	88.9%
11	Student Activities/Athletics	\$398,001	\$353,579	\$236,733	\$79,922	\$36,925	89.6%
12	Supplies	\$548,582	\$537,498	\$458,795	\$77,778	\$925	99.8%
13	Textbooks	\$119,698	\$167,816	\$198,806	\$29,207	-\$60,197	135.9%
14	Transportation	\$1,168,747	\$1,187,220	\$771,372	\$415,628	\$220	100.0%
15	Tuition	\$10,967	\$11,317	\$11,317	\$0	\$0	100.0%
16	Utilities	\$851,590	\$851,590	\$658,646	\$173,407	\$19,537	97.7%
17	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	Program	\$9,983,388	\$9,983,388	\$7,409,820	\$2,053,777	\$519,791	94.8%

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
April 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,651,319	\$1,662,464	\$1,470,446	\$192,018	\$0	100.0%
19	Central Office	\$557,043	\$572,852	\$491,591	\$81,075	\$186	100.0%
20	Certified Staff	\$11,638,907	\$11,560,442	\$9,058,552	\$2,478,344	\$23,545	99.8%
21	Custodial and Maintenance	\$1,481,279	\$1,499,606	\$1,302,730	\$190,820	\$6,057	99.6%
22	School Secretaries	\$715,648	\$706,460	\$618,213	\$88,247	\$0	100.0%
23	Special Education	\$4,452,429	\$4,207,875	\$3,526,509	\$649,778	\$31,588	99.2%
24	Student Activities/Athletics	\$545,575	\$548,014	\$356,684	\$155,068	\$36,262	93.4%
25	Teaching Assistants	\$327,901	\$387,901	\$338,791	\$48,526	\$584	99.8%
26	Technology Support Services	\$357,910	\$331,099	\$252,125	\$49,075	\$29,899	91.0%
27	Tutors	\$41,720	\$25,683	\$22,816	\$2,867	\$0	100.0%
28	Employee Benefits	\$6,365,402	\$6,365,402	\$5,855,910	\$478,727	\$30,765	99.5%
29	Unallocated Appropriation	\$0	\$267,335	\$0	\$0	\$267,335	
	Personnel	\$28,135,133	\$28,135,133	\$23,294,369	\$4,414,544	\$426,221	98.5%
	100 General Fund	\$38,118,521	\$38,118,521	\$30,704,189	\$6,468,321	\$946,011	97.5%

SPECIAL EDUCATION ACCOUNT DETAIL
Granby Board of Education FY 2025
April 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Administrative/Certified	\$2,281,664	\$2,113,565	\$1,709,861	\$402,184	\$1,520	99.9%
02	Secretaries	\$102,667	\$106,818	\$92,121	\$14,697	\$0	100.0%
03	Support Services	\$497,291	\$480,884	\$412,767	\$67,967	\$150	100.0%
04	Teaching Assistants	\$1,528,934	\$1,449,436	\$1,261,864	\$162,931	\$24,641	98.3%
05	Tutors	\$41,873	\$57,173	\$49,896	\$2,000	\$5,277	90.8%
	TOTAL PERSONNEL	\$4,452,429	\$4,207,875	\$3,526,509	\$649,778	\$31,588	99.2%
06	Communications	\$100	\$100	\$72	\$0	\$28	72.5%
07	Conference & Travel	\$14,125	\$14,125	\$5,593	\$267	\$8,265	41.5%
08	Dues and Fees	\$2,250	\$2,250	\$603	\$85	\$1,562	30.6%
09	Legal Services	\$27,500	\$27,500	\$20,578	\$6,923	\$0	100.0%
10	Purchased Services	\$153,375	\$300,871	\$201,049	\$70,754	\$29,068	90.3%
11	Software	\$9,310	\$8,812	\$8,508	\$104	\$200	97.7%
12	Supplies	\$37,550	\$37,550	\$26,606	\$2,085	\$8,859	76.4%
13	Transportation	\$1,388,936	\$1,141,162	\$665,417	\$231,760	\$243,985	78.6%
14	Tuition	\$2,761,670	\$2,686,670	\$2,048,235	\$461,882	\$176,553	93.4%
	TOTAL PROGRAM	\$4,394,816	\$4,219,040	\$2,976,661	\$773,860	\$468,519	
	OVERALL TOTAL	\$8,847,244	\$8,426,915	\$6,503,170	\$1,423,638	\$500,107	94.1%

SUPPLEMENTAL INFORMATION
Granby Board of Education FY 2025
April 2025 Budget Expense Report

REVENUE TO TOWN SUMMARY
REIMBURSEMENTS FOR BOE EXPENDITURES

Description	Budget	Anticipated	Received To Date	Difference (Received minus Anticipated)
Regular Education Tuition*	\$678,674	\$757,844	\$757,844	\$0
Special Education Tuition*	\$605,191	\$871,215	\$25,763	-\$845,452
B.E.A.R. Transition Academy Tuition*	\$0	\$77,033	\$77,033	\$0
Excess Cost Grant	\$1,167,286	\$579,471	\$507,206	-\$72,265
Pay for Participation	\$42,000	\$42,000	\$30,409	-\$11,591
Totals	\$2,493,151	\$2,327,563	\$1,398,256	-\$929,308

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

Description	Budget	YTD	Difference (YTD vs. Budget)
Opening Balance	\$95,335	-	-
Expenses	\$1,069,766	\$612,794	\$456,972
Revenue	\$1,028,144	\$979,654	-\$48,490
Ending Balance	\$53,713	\$462,195	\$408,482

GRANBY PUBLIC SCHOOLS

BUSINESS OFFICE

**15-B North Granby Road
Granby, CT 06035
(860) 844-5253**

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools
From: Nickie Stevenson, Director of Finance & Operations
Re: Non-Lapsing Account (Fund Balance)
Date: May 6, 2025

On September 18, 2024, the Board of Education approved the creation of the Non-Lapsing Education Fund via Policy #3171.1. The establishment of this fund allows local boards of education to deposit unspent education funds, up to 2% of the previous fiscal year's budget appropriation, into a non-lapsing account for education related expenses only.

In FY 2024, 2% of the \$36,155,291 appropriated budget equated to \$723,105. The Board approved a deposit of \$35,269.86. Through May 5, 2025, the Non-Lapsing Education Fund balance equaled \$35,875.95. This is inclusive of the original deposit of \$35,269.86 and earned interest of \$606.09. To date there have been no expenditures expended from this fund.

Moving forward, administration will determine and propose an amount, if any, to the Board of Education for their consideration and approval annually at the first Board of Education meeting in September. This will allow sufficient time for administration to reconcile the prior fiscal year, deposit the funds, as well as complete the Town's financial audit within its traditional timeframe.

Lastly, we will continue to provide the Board of Education with the Non-Lapsing Education Fund balance, inclusive of deposits and expenditures, on an annual basis in September.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*
Bureau of Child Nutrition Programs

DATE: February 24, 2025

SUBJECT: Operational Memorandum No. 03-25
Requirements for Submitting the Healthy Food Certification (HFC) Statement
for School Year 2025-26

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). These standards also apply to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP).

“Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and step-by-step instructions for submitting the HFC application for school year (SY) 2025-26. Please review this Operational Memorandum carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2025-26 (July 1, 2025, through June 30, 2026), the BOE must conduct the HFC votes by **July 1, 2025**. All votes must use the **exact motion language** provided in attachment 1.

All BOEs **must** vote on whether to participate in the healthy food option of HFC.

- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is **required**. The BOE may choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is **not** required. The BOE may choose to vote on whether to allow beverage exemptions.

Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, only [allowable beverages](#) can be sold to students on school premises at all times.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2025-26

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2025**, for school year 2025-26.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2025, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
2. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 3).
3. **May 2025:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. The CSDE will notify sponsors when the HFC application module and instructions are available.

For more information, visit the "[Annual HFC Application](#)" section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, [Completing the Application Process for Healthy Food Certification](#).

For HFC compliance resources, visit the "[Guidance and Resources](#)" section of the CSDE's HFC webpage. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

SKY:sff

Attachments: (1)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

Attachment 1

Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2025-26

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-25: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2025-26* and provides the required motion language for:

- the board of education or governing authority's (BOE) votes; and
- the final BOE-approved minutes.

The HFC Statement and final BOE minutes are due to the CSDE by July 1, 2025.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable).

Summary of BOE Votes

Step 1: HFC Participation

All BOEs of public schools that participate in the National School Lunch Program (NSLP) must use the language in this attachment to conduct the required vote on participation in the healthy food option of HFC.

Step 2: Food and Beverage Exemptions

Conduct the votes on food and beverage exemptions using the required language in this attachment.

- If BOE votes **“yes”** to HFC, complete either one of the two requirements below.
 1. Conduct the required vote for food exemptions and the optional vote for beverage exemptions using the required language in this attachment.
 2. Conduct one vote for combined food and beverage exemptions using the required language in this attachment.
- If BOE votes **“no”** to HFC, conduct the optional vote for beverage exemptions using the required language in this attachment.

Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this **exact language** for each vote to be eligible for participation in HFC.

Vote 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the (*insert name of board of education or governing authority*) certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions.

The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

Note: If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Vote and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC.

Vote 3: Optional vote for beverage exemptions for all BOEs

The (*insert name of board of education or governing authority*) will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion. This combined option replaces votes 2 and 3 above.

Required motion language for combined food and beverage exemptions:

The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.