Finance Subcommittee Meeting
Wednesday, June 4, 2025, 5:30 PM
Central Office

I. Public Comment
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

II. Approve the Minutes from the May 21, 2025 Finance Subcommittee Meeting
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

III. May 2025 Budget Expense Report
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

IV. Food Service Contract Approval
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

V. FY27 Negotiations (UPSEU)
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VI. Other
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, May 21, 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 5:35 p.m. Meeting adjourned at 6:18 p.m.

1. **Public Comment:** N/A

2. **Approve Minutes from the March 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 March 19, 2025 Finance Subcommittee Meeting. Motion passed.

3. **April 2025 Budget Expense Report:** A motion was made Ali Zafar and seconded by Heather Lombardo that the Finance Subcommittee approve the April 2025 Budget Expense Report as presented. Motion passed.

4. **Non-Lapsing Account (Fund Balance:** The amount, if any, to be transferred will be discussed in September after the year closes.

5. **Healthy Food Certification:** Motion will be put forth at BOE Meeting.

6. **Lunch Prices 2025-2026:** Lunch prices to remain the same for 2025-2026.

7. **Food Service Bid Update:** Submitted to the State on 5/21 with Granby's selection. Awaiting State approval. Hoping to have approval by June 4, 2025.

8. **Reimbursement for High School Roof and Phase 1 Construction Project:** Everything has been submitted. State questioning change orders.

9. **Other:** Bussing for athletics has been a challenge with the bus driver shortage. We have had to hire coach buses for away games.

A motion was made by Heather Lombardo and seconded by Ali Zafar to adjourn the meeting. This motion passed at 6:18 p.m.

GRANBY PUBLIC SCHOOLS
BUSINESS OFFICE
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stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: May 2025 Budget Expense Report

Date: June 2, 2025

Please find attached the May 2025 budget expense report for this fiscal year encompassing transactions through 6/02/2025.

Personnel and Program Accounts

Personnel and program accounts continue to be within the appropriated budget. We fully anticipate to have a considerable amount of remaining funds at yearend, primarily due to savings in special education. As final FY 2025 expenses are paid and purchase orders are closed, we will continue to assess the various budgets across all departments/schools allowing for in-depth reviews of specific line-item balances. During this time, various line-item transfers will need to occur amongst all categories in order to alleviate any negative balances, as well as remove any remaining, unneeded funds to unallocated.

As previously reported, in collaboration with the Town Board of Finance and the Board of Selectman, it was suggested that up to $650,000 of remaining BOE general fund monies be designated for the completion of BOE small capital projects (i.e., central office roof, the high school main gym bleachers, safety and security initiatives) in subsequent years.

Once FY 2025 has been officially closed over the summer months, final amounts will be reported to the BOE in September. This will include an update on the amounts appropriated for small capital projects, any additional remaining monies to be returned to the Town general fund, as well as a recommendation for a deposit into the BOE Non-Lapsing Education Fund.

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 $205,000.

BOE Reimbursements to the Town

The total reimbursement revenue to the Town for FY 2025 is anticipated to be $2,339,229, which is $153,922 less than originally budgeted. Although not all funds have been received, we do expect to receive all monies by June 30th.

PROGRAM ACCOUNTS

Granby Board of Education FY 2025
May 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	$90,245	$91,232	$71,899	$15,112	$4,220	95.4%
02	Conference & Travel	$58,094	$53,181	$34,295	$5,259	$13,627	74.4%
03	Dues and Fees	$38,738	$34,924	$34,196	$728	$0	100.0%
04	Equipment/Furniture	$8,500	$214,192	$43,304	$170,672	$216	99.9%
05	Legal Services/Insurance	$140,460	$151,094	$147,598	$3,077	$420	99.7%
06	Library/Media	$57,368	$56,419	$55,263	$1,113	$43	99.9%
07	Purchased Services	$1,114,702	$1,102,663	$979,231	$123,325	$107	100.0%
08	Repairs & Maintenance	$539,517	$579,405	$465,518	$112,671	$1,216	99.8%
09	Software	$443,364	$432,831	$390,885	$21,427	$20,519	95.3%
10	Special Education	$4,394,816	$4,117,262	$3,200,157	$546,719	$370,387	91.0%
11	Student Activities/Athletics	$398,001	$344,825	$262,835	$61,427	$20,563	94.0%
12	Supplies	$548,582	$542,968	$473,898	$51,170	$17,901	96.7%
13	Textbooks	$119,698	$228,443	$199,320	$29,088	$35	100.0%
14	Transportation	$1,168,747	$1,190,580	$1,056,888	$132,925	$767	99.9%
15	Tuition	$10,967	$11,317	$11,317	$0	$0	100.0%
16	Utilities	$851,590	$832,053	$674,575	$157,477	$0	100.0%
17	Unallocated Appropriation	$0	$0	$0	$0	$0	
	Program	**$9,983,388**	**$9,983,388**	**$8,101,180**	**$1,432,188**	**$450,020**	**95.5%**

PERSONNEL ACCOUNTS

Granby Board of Education FY 2025
May 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	$1,534,452	$127,808	$204	100.0%
19	Central Office	$557,043	$573,002	$513,742	$59,231	$28	100.0%
20	Certified Staff	$11,638,907	$11,560,442	$9,520,129	$2,024,880	$15,432	99.9%
21	Custodial and Maintenance	$1,481,279	$1,500,606	$1,362,776	$137,646	$184	100.0%
22	School Secretaries	$715,648	$708,910	$645,455	$63,438	$16	100.0%
23	Special Education	$4,452,429	$4,207,875	$3,720,265	$468,029	$19,581	99.5%
24	Student Activities/Athletics	$545,575	$548,014	$451,055	$55,918	$41,042	92.5%
25	Teaching Assistants	$327,901	$387,901	$359,629	$27,634	$639	99.8%
26	Technology Support Services	$357,910	$327,399	$267,117	$34,083	$26,199	92.0%
27	Tutors	$41,720	$25,783	$24,132	$1,638	$13	99.9%
28	Employee Benefits	$6,365,402	$6,365,402	$6,102,714	$223,605	$39,083	99.4%
29	Unallocated Appropriation	$0	$267,335	$0	$0	$267,335	
	Personnel	**$28,135,133**	**$28,135,133**	**$24,501,466**	**$3,223,910**	**$409,757**	**98.5%**
	100 General Fund	**$38,118,521**	**$38,118,521**	**$32,602,647**	**$4,656,097**	**$859,777**	**97.7%**

SPECIAL EDUCATION ACCOUNT DETAIL

Granby Board of Education FY 2025

May 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Adminstrative/Certified	$2,281,664	$2,118,565	$1,802,112	$316,086	$368	100.0%
02	Secretaries	$102,667	$106,818	$96,203	$10,614	$0	100.0%
03	Support Services	$497,291	$481,884	$434,464	$47,274	$146	100.0%
04	Teaching Assistants	$1,528,934	$1,443,436	$1,336,008	$93,260	$14,168	99.0%
05	Tutors	$41,873	$57,173	$51,479	$795	$4,899	91.4%
	TOTAL PERSONNEL	**$4,452,429**	**$4,207,875**	**$3,720,265**	**$468,029**	**$19,581**	**99.5%**
06	Communications	$100	$100	$72	$0	$28	72.5%
07	Conference & Travel	$14,125	$14,125	$5,619	$267	$8,239	41.7%
08	Dues and Fees	$2,250	$688	$688	$0	$0	100.0%
09	Legal Services	$27,500	$27,500	$20,578	$6,923	$0	100.0%
10	Purchased Services	$153,375	$300,871	$206,912	$64,905	$29,055	90.3%
11	Software	$9,310	$8,612	$8,508	$104	$0	100.0%
12	Supplies	$37,550	$37,550	$28,543	$939	$8,067	78.5%
13	Transportation	$1,388,936	$1,029,820	$722,012	$175,034	$132,774	87.1%
14	Tuition	$2,761,670	$2,697,996	$2,207,225	$298,547	$192,223	92.9%
	TOTAL PROGRAM	**$4,394,816**	**$4,117,262**	**$3,200,157**	**$546,719**	**$370,387**	
	OVERALL TOTAL	**$8,847,244**	**$8,325,137**	**$6,920,422**	**$1,014,748**	**$389,967**	**95.3%**

SUPPLEMENTAL INFORMATION
Granby Board of Education FY 2025
May 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	$39,742	-$831,473
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	$53,666	$53,666	$0
Totals	**$2,493,151**	**$2,339,229**	**$1,435,492**	**-$903,738**

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

Description	Budget	YTD	Difference (YTD vs. Budget)
Opening Balance	**$95,335**	-	-
Expenses	$1,069,766	$793,196	$276,570
Revenue	$1,028,144	$985,489	-$42,655
Ending Balance	**$53,713**	**$287,628**	**$233,915**