

**Finance Subcommittee Meeting**  
**Wednesday, December 17, 2025, 5:30 PM**  
**Central Office**

**I. Call to Order**

*{{Goal-}}*  
*{{Attachment:}}*  
*{{RecommendedMotion}}*

**II. Public Comment**

*{{Goal-}}*  
*{{Attachment:}}*  
*{{RecommendedMotion}}*

**III. Approval of Minutes - November 19, 2025**

*{{Goal-}}*  
*{{Attachment:}}*  
*{{RecommendedMotion}}*

**IV. November Expense Report**

*{{Goal-}}*  
*{{Attachment:}}*  
*{{RecommendedMotion}}*

**V. Fee Structure Memo for FY 2026**

*{{Goal-}}*  
*{{Attachment:}}*  
*{{RecommendedMotion}}*

**VI. CPPAC Update**

*{{Goal-}}*  
*{{Attachment:}}*  
*{{RecommendedMotion}}*

**VII. Other**

*{{Goal-}}*  
*{{Attachment:}}*  
*{{RecommendedMotion}}*

**GRANBY BOARD OF EDUCATION**  
**Granby, Connecticut**  
**Wednesday, November 19, 2025 - 5:30 p.m.**  
**Finance Subcommittee Minutes**

**PRESENT:** Subcommittee members: Heather Lombardo, Donna Nolan, and Ann Woods

**ALSO PRESENT:** Superintendent Cheri Burke, Nickie Stevenson, Board Chair Monica Logan

**Call to Order and Welcome:** The meeting was called to order at 5:30 pm.

1. **Public Comment:** There was no public comment this evening.
2. **Approval of Minutes - October 15, 2025:** On a motion by Heather Lombardo and seconded by Ann Woods, the minutes were approved.
3. **October 2025 Budget Expense Report:** Director of Finance and Operations Nickie Stevenson gave her October 2025 Budget Expense Report Presentation.
4. **FY 27 Budget Meetings Update:** Meetings have taken place to compare actual spending and to make projections. Discussion of Health benefits costs, and looking at those projections for the next budget, and then also, looking at contractual obligations and being made aware of a few retirements.
5. **Other:**
  - a. RFP for transportation for next September for a new contract. Plan to not own our buses but have a contract for services.
  - b. High School Bleachers planning to be installed in the first 2 weeks of December - still on budget.
6. **Adjournment:** Ann Woods motioned to adjourn, seconded by Heather Lombardo. All voted in favor. Motion carried at 6:25 pm.

Respectfully submitted,

***Donna Nolan***

Granby Board of Education

**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: November 2025 Budget Expense Report

Date: December 5, 2025

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Please find attached the November 2025 budget expense report for the current fiscal year, reflecting all transactions processed through 11/30/2025.

**Personnel and Program Accounts**

Expenditures continue to remain within the parameters of the approved budget, with accounts being monitored on a consistent basis.

**Special Education**

Projected special education expenses for FY 2026 continue to align with the district's overall budget plan. Since the October report, however, the district has incurred additional costs related to one new outplacement and increased special education services for students attending magnet schools. The resulting tuition overage of \$22,000 has been fully offset by available funds within the transportation account.

**Quality and Diversity Fund (Q&D)**

To date, the district has received \$35,829 in Quality and Diversity (Q&D) revenue. We anticipate receiving the first installment of the Open Choice Grant, our largest revenue source for this fund, in December.

**Reimbursement Revenue to the Town**

Anticipated FY 2026 reimbursement revenue to the Town has increased by \$163,174 since the October report, for a new projected total of \$2,510,149.

The most significant increase, \$181,028, is tied to finalized and billed special education tuition. These payments occur in two installments, with spring billing capturing any changes in services.

Granby Alternative Program (GAP) tuition has now been added as well. This newly established in-district program currently includes one student from a neighboring district, generating additional tuition revenue.

In addition, anticipated Hartland revenue has increased by \$31,190, while excess cost revenue has decreased by \$80,327. These adjustments largely reflect the use of the preliminary Per Pupil Expenditure (PPE) amount of \$21,748, which is \$1,023 higher than the current PPE of \$20,725. Please note that this PPE figure is preliminary; final amounts are typically released in mid-January, at which point any necessary revisions will be made.

**PROGRAM ACCOUNTS**  
**Granby Board of Education FY 2026**  
**November 2025 Budget Expense Report**

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$92,889	\$92,889	\$30,447	\$58,524	\$3,918	95.8%
02	Conference & Travel	\$53,994	\$53,994	\$11,939	\$3,177	\$38,878	28.0%
03	Dues and Fees	\$40,012	\$40,012	\$34,643	\$1,906	\$3,463	91.3%
04	Equipment/Furniture	\$9,500	\$9,500	\$481	\$0	\$9,019	5.1%
05	Legal Services/Insurance	\$160,470	\$161,970	\$58,516	\$102,042	\$1,411	99.1%
06	Library/Media	\$60,581	\$60,581	\$30,964	\$7,030	\$22,587	62.7%
07	Purchased Services	\$1,212,475	\$1,238,767	\$366,858	\$787,740	\$84,170	93.2%
08	Repairs & Maintenance	\$568,244	\$568,244	\$248,261	\$300,844	\$19,139	96.6%
09	Software	\$500,305	\$500,305	\$334,466	\$125,300	\$40,539	91.9%
10	Special Education	\$4,314,930	\$4,314,930	\$1,407,504	\$2,744,090	\$163,336	96.2%
11	Student Activities/Athletics	\$415,776	\$415,776	\$68,156	\$173,405	\$174,215	58.1%
12	Supplies	\$579,012	\$579,012	\$273,279	\$126,008	\$179,724	69.0%
13	Textbooks	\$112,880	\$112,880	\$34,629	\$9,269	\$68,982	38.9%
14	Transportation	\$1,232,920	\$1,204,866	\$305,940	\$877,124	\$21,801	98.2%
15	Tuition	\$11,317	\$11,578	\$11,578	\$0	\$0	100.0%
16	Utilities	\$852,044	\$852,044	\$271,468	\$497,482	\$83,094	90.2%
17	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	<b>Program</b>	<b>\$10,217,348</b>	<b>\$10,217,348</b>	<b>\$3,489,129</b>	<b>\$5,813,942</b>	<b>\$914,277</b>	<b>91.1%</b>

**PERSONNEL ACCOUNTS**  
**Granby Board of Education FY 2026**  
**November 2025 Budget Expense Report**

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,692,632	\$1,725,960	\$736,873	\$989,087	\$0	100.0%
19	Central Office	\$598,191	\$578,661	\$225,709	\$352,858	\$95	100.0%
20	Certified Staff	\$11,870,327	\$11,943,327	\$3,750,019	\$8,140,887	\$52,421	99.6%
21	Custodial and Maintenance	\$1,533,303	\$1,581,303	\$644,261	\$934,513	\$2,529	99.8%
22	School Secretaries	\$706,231	\$726,663	\$297,520	\$428,958	\$185	100.0%
23	Special Education	\$4,819,753	\$4,663,722	\$1,459,971	\$3,027,434	\$176,317	96.2%
24	Student Activities/Athletics	\$574,117	\$574,117	\$175,242	\$397,758	\$1,116	99.8%
25	Teaching Assistants	\$445,622	\$445,622	\$145,709	\$294,099	\$5,813	98.7%
26	Technology Support Services	\$274,096	\$274,896	\$169,854	\$105,042	\$0	100.0%
27	Tutors	\$35,589	\$35,589	\$7,392	\$27,874	\$324	99.1%
28	Employee Benefits	\$6,650,933	\$6,650,933	\$2,519,414	\$3,984,900	\$146,619	97.8%
29	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	<b>Personnel</b>	<b>\$29,200,794</b>	<b>\$29,200,794</b>	<b>\$10,131,965</b>	<b>\$18,683,411</b>	<b>\$385,419</b>	<b>98.7%</b>
	<b>100 General Fund</b>	<b>\$39,418,142</b>	<b>\$39,418,142</b>	<b>\$13,621,094</b>	<b>\$24,497,353</b>	<b>\$1,299,695</b>	<b>96.7%</b>

**SPECIAL EDUCATION ACCOUNT DETAIL**  
**Granby Board of Education FY 2026**  
**November 2025 Budget Expense Report**

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Administrative/Certified	\$2,296,877	\$2,274,877	\$716,486	\$1,513,676	\$44,716	98.0%
02	Secretaries	\$110,692	\$110,790	\$44,454	\$66,336	\$0	100.0%
03	Support Services	\$519,932	\$519,932	\$148,176	\$317,141	\$54,615	89.5%
04	Teaching Assistants	\$1,830,695	\$1,730,695	\$549,240	\$1,113,282	\$68,174	96.1%
05	Tutors	\$61,556	\$27,428	\$1,616	\$17,000	\$8,812	67.9%
	<b>TOTAL PERSONNEL</b>	<b>\$4,819,753</b>	<b>\$4,663,722</b>	<b>\$1,459,971</b>	<b>\$3,027,434</b>	<b>\$176,317</b>	<b>96.2%</b>
06	Communications	\$100	\$100	\$42	\$0	\$58	42.0%
07	Conference & Travel	\$14,125	\$14,125	\$5,462	\$1,375	\$7,288	48.4%
08	Dues and Fees	\$2,250	\$2,250	\$700	\$355	\$1,195	46.9%
09	Legal Services	\$27,500	\$27,500	\$2,395	\$25,105	\$0	100.0%
10	Purchased Services	\$182,017	\$182,017	\$64,887	\$75,062	\$42,069	76.9%
11	Software	\$9,860	\$9,860	\$7,250	\$1,421	\$1,188	87.9%
12	Supplies/Textbooks	\$51,950	\$51,950	\$20,283	\$3,922	\$27,744	46.6%
13	Transportation	\$1,137,463	\$1,114,925	\$123,452	\$907,679	\$83,794	92.5%
14	Tuition	\$2,889,666	\$2,912,204	\$1,183,033	\$1,729,171	\$0	100.0%
	<b>TOTAL PROGRAM</b>	<b>\$4,314,930</b>	<b>\$4,314,930</b>	<b>\$1,407,504</b>	<b>\$2,744,090</b>	<b>\$163,336</b>	
	<b>OVERALL TOTAL</b>	<b>\$9,134,683</b>	<b>\$8,978,653</b>	<b>\$2,867,476</b>	<b>\$5,771,524</b>	<b>\$339,653</b>	<b>96.2%</b>

**SUPPLEMENTAL INFORMATION**  
**Granby Board of Education FY 2026**  
**November 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*	\$787,550	\$663,072	\$300,512	-\$362,560
Special Education Tuition*	\$759,666	\$940,694	\$0	-\$940,694
B.E.A.R. Transition Academy Tuition*	\$84,737	\$56,087	\$0	-\$56,087
Granby Alternative Program Tuition (GAP)*	\$0	\$27,460	\$0	-\$27,460
Excess Cost Grant	\$587,858	\$780,836	\$0	-\$780,836
Pay for Participation	\$42,000	\$42,000	\$21,035	-\$20,965
<b>Totals</b>	<b>\$2,261,811</b>	<b>\$2,510,149</b>	<b>\$321,547</b>	<b>-\$2,188,602</b>

\*From Other Towns

**QUALITY AND DIVERSITY FUND (Q&D)**

Description	Budget	YTD	Difference (YTD vs. Budget)
<b>Opening Balance</b>	<b>\$211,803</b>	<b>-</b>	<b>-</b>
Expenses	\$984,237	\$314,617	\$669,620
Revenue	\$969,686	\$35,829	-\$933,857
<b>Ending Balance</b>	<b>\$197,252</b>	<b>-\$66,985</b>	<b>-\$264,237</b>

**GRANBY PUBLIC SCHOOLS**  
**BUSINESS OFFICE**  
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**Granby, CT 06035**  
**(860) 844-5253**

*stevensonn@granbyschools.org*

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: Fee Structures

Date: December 1, 2025

Please find below the fee structures and amounts currently being applied by Granby Public Schools for the FY 2026 school year.

<b>Pay to Participate</b>	
Per Sport	\$150
Per Sport (Football)	\$150
Individual Cap	\$325 (excludes football)
Family Cap	\$500 (excludes football)

<b>Parking</b>	
Seniors	\$50
Juniors	\$12.50 per quarter (3)

<b>Preschool Tuition</b>	
	\$1,925 Half Day (Ages 3 and 4)
	\$4,812.50 Full Day (Ages 4+)

<b>Facility Rental Fees</b>	
Facility Use	\$25 to \$175 (Differs by Location)
Custodial Fee (Regular Time)	\$47 per hour
Custodial Fee (Overtime)	\$68 per hour

At this time the district is only recommending changes in fee amounts for the FY 2027 Preschool Program. The half day tuition will increase \$475 to \$2,400 and the full day tuition will increase \$1,187.50 to \$6,000 to be more in line with neighboring community programs as per an extensive survey conducted by the Pupil Services Department.

We will continue to monitor fee structures on an annual basis.