Finance Subcommittee Meeting
Wednesday, May 20, 2026, 5:30 PM
Central Office

I. Call to Order
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

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

III. Approval of Minutes - March 18, 2026
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

IV. March 2026 Expense Report
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

V. April 2026 Expense Report
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VI. Non-Lapsing Annual Account Status Memo
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VII. Healthy Food Certification
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VIII. Food Service Update Memo
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

IX. Disposal of Equipment Policy/Procedures
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

X. UPSEA (United Public Service Employees Union) Contract
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

XI. Adjournment
{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

GRANBY BOARD OF EDUCATION
Granby, Connecticut
Wednesday, March 18, 2026 - 5:30 p.m.
Finance Subcommittee Minutes
(subject to approval)

PRESENT: Subcommittee members: Heather Lombardo, Donna Nolan, and Ann Woods
ALSO PRESENT: Superintendent Cheri Burke, Nickie Stevenson, Board Chair Monica Logan

1. **Call to Order and Welcome:** The meeting was called to order at 5:32 pm.

2. **Public Comment:** There was no public comment this evening.

3. **Approval of Minutes—March 4, 2026:** On a motion by Heather Lombardo and seconded by Ann Woods, the minutes from March 4, 2026, were approved.

4. **February 2026 Budget Expense Report:** Director of Finance and Operations Nickie Stevenson gave her February 2026 Budget Expense Report Presentation. Click HERE to view the report. It was reviewed and approved.

5. **FY 27 Budget Update:** We have held budget workshops on March 11th and March 16th. Cheri has also been responding to public members who have raised questions. Both Robotics and Drama have healthy student activity accounts.

6. **Other:**
    a. Bus Contracts: We are looking to change from owning our buses to a contract for transportation with the town, and no longer owning the buses. The plan is to go out to bid before the current contract ends on 6/30/27. We will be looking for ways to hold our current buses in the contract.

7. **Adjournment:** Ann Woods motioned to adjourn, seconded by Heather Lombardo. All voted in favor. Motion carried at 6:07 pm.

Respectfully submitted,
Donna Nolan
Granby Board of Education

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stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: March 2026 Budget Expense Report

Date: April 20, 2026

Please find attached the March 2026 budget expense report for the current fiscal year.

Personnel and Program Accounts

As the fiscal year draws to a close, all budget owners are conducting thorough reviews of their respective accounts to identify remaining purchasing needs, as well as any unanticipated expenditures or potential savings. As part of the year-end process, there will be an increase in budget transfers across all accounts and major categories to support final purchases and initiatives and to address any line-item deficits. Overall, expenditures are expected to remain within the approved budget.

Special Education

Special education expenditures will continue to be closely monitored; however, no significant unforeseen costs are anticipated at this time. Adjustments to encumbrances will be made as needed in response to changes in student enrollment, program requirements, or staffing.

Quality and Diversity Fund (Q&D)

The Quality and Diversity Fund remains in a strong position. The district has recently been notified of an additional entitlement of $19,898 to the Open Choice Attendance Grant, increasing the previously projected total of $1,065,500 to a revised FY26 amount of $1,085,398. This adjustment is due to enrollment exceeding ten students within a school.

Reimbursement Revenue to the Town

Reimbursement revenue to the Town is projected to decrease by $30,290 due to the final excess cost reimbursement calculation. Following the March submission of special education expenditures by all districts, the statewide reimbursement rate was adjusted from 70.30% to 69.19%. As a result, Granby's final anticipated FY26 entitlement is $771,372, with a projected final payment to the Town of $241,368 expected in June.

PROGRAM ACCOUNTS

Granby Board of Education FY 2026
March 2026 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	$92,889	$92,887	$57,959	$28,234	$6,694	92.8%
02	Conference & Travel	$53,994	$45,750	$21,981	$10,996	$12,773	72.1%
03	Dues and Fees	$40,012	$39,250	$35,841	$928	$2,481	93.7%
04	Equipment/Furniture	$9,500	$22,043	$668	$20,067	$1,308	94.1%
05	Legal Services/Insurance	$160,470	$162,030	$103,845	$57,995	$190	99.9%
06	Library/Media	$60,581	$60,581	$49,917	$7,597	$3,066	94.9%
07	Purchased Services	$1,212,475	$1,190,798	$739,827	$447,873	$3,097	99.7%
08	Repairs & Maintenance	$568,244	$556,728	$422,443	$130,437	$3,848	99.3%
09	Software	$500,305	$467,895	$405,739	$45,853	$16,304	96.5%
10	Special Education	$4,314,930	$4,576,382	$2,842,520	$1,689,358	$44,505	99.0%
11	Student Activities/Athletics	$415,776	$375,737	$212,360	$119,300	$44,077	88.3%
12	Supplies	$579,012	$561,664	$382,625	$124,079	$54,960	90.2%
13	Textbooks	$112,880	$94,017	$47,274	$30,602	$16,141	82.8%
14	Transportation	$1,232,920	$1,189,351	$845,213	$338,041	$6,097	99.5%
15	Tuition	$11,317	$11,578	$11,578	$0	$0	100.0%
16	Utilities	$852,044	$809,657	$531,602	$241,509	$36,546	95.5%
17	Unallocated Appropriation	$0	$0	$0	$0	$0	
	Program	**$10,217,348**	**$10,256,348**	**$6,711,394**	**$3,292,867**	**$252,088**	**97.5%**

PERSONNEL ACCOUNTS

Granby Board of Education FY 2026
March 2026 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	$1,692,632	$1,725,960	$1,264,919	$461,041	$0	100.0%
19	Central Office	$598,191	$578,520	$408,398	$170,121	$0	100.0%
20	Certified Staff	$11,870,327	$11,918,327	$7,433,321	$4,425,091	$59,916	99.5%
21	Custodial and Maintenance	$1,533,303	$1,611,027	$1,170,502	$427,920	$12,605	99.2%
22	School Secretaries	$706,231	$727,926	$516,003	$211,922	$0	100.0%
23	Special Education	$4,819,753	$4,463,801	$2,894,072	$1,512,390	$57,339	98.7%
24	Student Activities/Athletics	$574,117	$574,117	$313,222	$233,131	$27,764	95.2%
25	Teaching Assistants	$445,622	$445,264	$285,019	$141,280	$18,966	95.7%
26	Technology Support Services	$274,096	$274,896	$161,908	$112,989	$0	100.0%
27	Tutors	$35,589	$35,102	$15,205	$11,468	$8,429	76.0%
28	Employee Benefits	$6,650,933	$6,806,855	$4,877,826	$1,881,763	$47,265	99.3%
29	Unallocated Appropriation	$0	$0	$0	$0	$0	
	Personnel	**$29,200,794**	**$29,161,794**	**$19,340,395**	**$9,589,115**	**$232,284**	**99.2%**
	100 General Fund	**$39,418,142**	**$39,418,142**	**$26,051,788**	**$12,881,982**	**$484,372**	**98.8%**

SPECIAL EDUCATION ACCOUNT DETAIL

Granby Board of Education FY 2026
March 2026 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Adminstrative/Certified	$2,296,877	$2,220,470	$1,442,612	$771,467	$6,391	99.7%
02	Secretaries	$110,692	$110,790	$78,256	$32,534	$0	100.0%
03	Support Services	$519,932	$465,944	$302,953	$162,990	$0	100.0%
04	Teaching Assistants	$1,830,695	$1,643,461	$1,068,165	$542,399	$32,897	98.0%
05	Tutors	$61,556	$23,136	$2,085	$3,000	$18,051	22.0%
	TOTAL PERSONNEL	**$4,819,753**	**$4,463,801**	**$2,894,072**	**$1,512,390**	**$57,339**	**98.7%**
06	Communications	$100	$116	$116	$0	$0	100.0%
07	Conference & Travel	$14,125	$9,203	$7,274	$451	$1,478	83.9%
08	Dues and Fees	$2,250	$2,250	$805	$250	$1,195	46.9%
09	Legal Services	$27,500	$15,500	$5,609	$9,891	$0	100.0%
10	Purchased Services	$182,017	$171,696	$105,290	$47,868	$18,537	89.2%
11	Software	$9,860	$8,141	$7,551	$350	$240	97.1%
12	Supplies/Textbooks	$51,950	$51,950	$26,107	$3,058	$22,785	56.1%
13	Transportation	$1,137,463	$1,173,985	$558,166	$615,819	$0	100.0%
14	Tuition	$2,889,666	$3,143,542	$2,131,601	$1,011,671	$270	100.0%
	TOTAL PROGRAM	**$4,314,930**	**$4,576,382**	**$2,842,520**	**$1,689,358**	**$44,505**	
	OVERALL TOTAL	**$9,134,683**	**$9,040,183**	**$5,736,592**	**$3,201,748**	**$101,843**	**98.9%**

SUPPLEMENTAL INFORMATION
Granby Board of Education FY 2026
March 2026 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	$663,072	$0
Special Education Tuition*	$759,666	$940,694	$16,477	-$924,217
B.E.A.R. Transition Academy Tuition*	$84,737	$56,087	$28,044	-$28,044
Granby Alternative Program Tuition (GAP)*	$0	$29,139	$27,460	-$1,680
Excess Cost Grant	$587,858	$771,372	$530,004	-$241,368
Pay for Participation	$42,000	$42,000	$35,811	-$6,189
Totals	**$2,261,811**	**$2,502,366**	**$1,300,868**	**-$1,201,498**

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

Description	Budget	YTD	Difference (YTD vs. Budget)
Opening Balance	**$211,803**	-	-
Expenses	$984,237	$624,393	$359,844
Revenue	$969,686	$283,596	-$686,090
Ending Balance	**$197,252**	**-$128,994**	**-$326,246**

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To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: Non-Lapsing Account (Fund Balance)

Date: May 8, 2026

On September 18, 2024, the Board of Education approved the creation of the Non-Lapsing Education Fund through Policy #3171.1. This fund allows local boards of education to deposit unspent education funds, up to 2% of the prior fiscal year's budget appropriation, into a non-lapsing account to be used solely for education-related expenses.

Below is a summary of approved deposits, expenditures, and interest earned through May 5, 2026:

Budget Year	BOE Appropriation	2% Amount (Max)	Approved Deposit	Approved Expenditures	Earned Interest	Account Balance
FY 2024	$36,155,291	$723,105	$35,269.86	$0.00	$699.62	$35,969.48
FY 2025	$38,118,521	$762,370	$130,000.00	$0.00	$4015.35	$134,015.35
TOTALS			**$165,269.86**	**$0.00**	**$4,714.97**	**$169,984.83**

Moving forward, administration will annually evaluate and propose a deposit amount, if any, to Board of Education consideration and approval at the first Board of Education meeting in September. This timing allows for completion of prior fiscal year reconciliations, the deposit of eligible funds, and alignment with the Town's financial audit process.

In addition, the Board of Education will continue to receive an annual update each September detailing the Non-Lapsing Education Fund balance, including all deposits, expenditures, and interest earned.

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To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: Food Service Update

Date: May 8, 2026

Food Service Program Update - Chartwells

As the school year draws to a close, I would like to provide an update on the Granby food service program. This marks the first year that Chartwells has managed the District's dining services, and overall, it has been a very positive transition.

The food service program, which operates as a self-sustaining fund separate from the general fund, reported a profit of approximately $52,000 at the end of April. As required under the National School Lunch Program, all earnings must be reinvested into the program. This reinvestment directly benefits students through enhanced menu offerings, equipment upgrades, and overall program improvements.

Chartwells has proven to be a strong partner in its first year, and we look forward to continuing this collaborative relationship. The District will renew its contract for the 2026–2027 school year with a 2.5% increase. This remains below the current Food Away From Home Consumer Price Index (CPI) of 3.9%. Notably, through last year's RFP process, the District established a contractual cap of 2.5% on annual increases, compared to prior practice where increases were typically aligned with CPI.

Breakfast and Lunch Pricing

No increases to breakfast or lunch pricing are being proposed for the upcoming school year. With the approval of the Governor's budget on May 6th, funding for breakfast to be provided at no cost to all students statewide during the 2026-2027 school year was approved.

While a review of lunch pricing indicates that Granby remains on the lower end compared to surrounding districts, currently $3.50 versus averages of $3.97 (middle school) and $4.19 (high school), we believe maintaining current pricing is appropriate at this time. Given the program's positive financial position and current economic conditions, holding prices steady will best support our families.

It is important to note, however, that the District will likely recommend a modest increase next year. The most recent adjustment occurred in the 2023–2024 school year, when prices increased by $0.35 at the middle and high school levels and $0.25 at the elementary level.

Negative Student Meal Balances

As of April 30th, outstanding student meal debt totaled approximately $13,000. School staff continue to actively work with families to reduce these balances through outreach and support.

State regulations require that all food service programs participating in the National School Lunch Program be financially made whole at year-end. Historically, food service funds could not be used to offset unpaid meal balances. While recent changes have allowed limited flexibility under specific conditions, the State has not yet confirmed whether this option will be available for the current fiscal year.

If food service funds cannot be used, the District's general fund will be required to cover the outstanding balance. It is important to note that this is not unique to Granby or Connecticut; student meal debt is a growing national challenge. Districts face increasing difficulty in recovering these funds due to regulatory limitations on collection practices.

Overall Program Outlook

Overall, the Granby food service program remains strong, with participation continuing to increase. As Chartwells continues to invest in the program and better understand student preferences, we expect offerings to evolve further, driving increased participation and strengthening the program's long-term sustainability.

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To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: Disposal of Vehicles, Equipment, Furniture, and Similar Assets

Date: April 6, 2026

It has come to my attention that neither the Town nor Board of Education currently has formal written procedures governing the disposal of vehicles, equipment, furniture, and similar assets. In response, our Facilities Department consulted with Town Manager Mike Walsh, who agreed that establishing clear procedures is necessary and recommended the following process moving forward:

1. **Items with No Residual Value**
   For vehicles, equipment, and furniture that is not working, unsafe, broken and has no value, the department head that controls the vehicle, equipment, or furniture, shall recommend the method of disposal to the Superintendent of Schools for BOE items and to the Town Manager for Town items, and upon their approval, the item shall be disposed of in that manner.

2. **Vehicle Trade-Ins**
   For vehicles, trading them in is preferable with the department head that controls the vehicle making the recommendation to the Superintendent of Schools for BOE items and the Town Manager for Town items, and upon their approval, the item shall be disposed of in that manner.

3. **Vehicle Disposal (Non-Trade-In)**
   If a vehicle is not traded in, the department head that controls the vehicle making the recommendation to the Superintendent of Schools for BOE items and the Town Manager for Town items, and upon their approval, to send them to auction or other approved means, with the proceeds going back to the BOE or Town, respectively.

4. **Equipment and Furniture with Value**
   For equipment and furniture that has value, the department head that controls the equipment or furniture making the recommendation to the Superintendent of Schools for BOE items and the Town Manager for Town items, and upon their approval, to send them to auction or other approved means, with the proceeds going back to the BOE or Town, respectively.

Chris DeGray, Director of Facilities, and I are in agreement with the above procedures and will move forward with implementing this practice effective immediately.

Cc: Chris DeGray, Director of Facilities