

**OFFICE OF DIRECTOR OF BUSINESS SERVICES**

Board of Education

22 Liberty Street

Meriden, Connecticut

**MEMO To: ALL BUILDING ADMINISTRATORS**

**FROM: Donna Carnot**

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September 1, 2026

RE: Payment of Athletic and Extra-Curricular Activities

Payment for the above-mentioned activities will be processed four (4) times yearly.

The following payroll dates have been established:

**PAYROLLS**

- |                |  |
|----------------|--|
| November 12/13 | <u>Fall Sports</u> - Payrolls must be submitted by October 30th, and the checks will be issued on November 12/13.  |
| January 21/22  | <u>Extra-Curricular Activities</u> - (Midyear pay) Payrolls must be submitted by January 8 <sup>th</sup> , and the checks will be issued on January 21/22. |
| March 18/19    | <u>Winter Sports</u> - The payroll must be submitted by March 5 <sup>th</sup> ; and the checks will be issued on March 18/19.                              |
| May 13/14      | <u>Extra-Curricular Activities</u> - Payrolls must be submitted by April 30th and the checks will be issued on May 13/14.                                  |
| June 24/25     | <u>Spring Sports</u> – Payrolls must be submitted by April 30 <sup>th</sup> and the checks will be issued on June 24/25.                                   |

Please be certain to institute procedures to ensure that no staff member is omitted from a payroll on a given date.

Please contact the Business Office if there are any questions.

\*Due before holiday