

**LEBANON BOARD OF EDUCATION
FINANCE/BUDGET SUBCOMMITTEE
SPECIAL MEETING
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
August 13, 2019 – 6:15 p.m.**

MINUTES

PRESENT: Bill Meese, John Konow

ALSO PRESENT: Superintendent Robert Angeli, Robert Sirpenski, Business Manager, Kathleen Mozak-Pezza, Curriculum Coordinator, James Apicelli, LMHS Principal, Rob Laskarzewski, LMS Principal

ABSENT: AJ Dunnack

I. Call To Order

W. Meese called the meeting to order at 6:16 p.m.

II. Discuss FYE 2019 Budget

Superintendent Angeli reported the budget for 2018-2019 is closing with a \$60,000 deficit. Final remaining invoices came in today and the Business office does not anticipate receiving any further substantial invoices for the 2018-2019 school year. Lunch account balances increased substantially this year. R. Sirpenski has been in contact with the State and a collection agency to potentially assist with collecting student's lunch debt.

III. Discuss FYE 2020 Budget

R. Sirpenski reported enrollment figures for Magnet Schools are currently being collected. New hires should all be in place for the September Board Meeting. Once those are finalized, budget transfers will be made to help secure correct salary and health insurance line item amounts.

IV. Training Presentation

School Student Activity Accounts were reviewed. Each school has one checking account that compiles all the individual activities in the school. The High School has the largest account with the most activities, and Elementary School has the smallest account with the fewest activities. Building Principals and secretaries manage each of their own accounts; advisors of each activity are responsible for assisting with managing their accounts. The town auditor performs annual audits of each school activity checking account. The business office generally oversees the accounts and provides assistance when needed. J. Apicelli and R. Laskarzewski described the processes of how funds are deposited, requested and distributed. Action: Review Policy 3451 to reflect current business practice.

V. Adjournment

W. Meese adjourned the meeting at 6:43 p.m.

Respectfully Submitted,

Chelsea Williams, Acting Board Clerk