

**LEBANON BOARD OF EDUCATION
FINANCE/BUDGET SUBCOMMITTEE
SPECIAL MEETING
LEBANON MIDDLE SCHOOLS LIBRARY MEDIA CENTER
November 14, 2018 - 6:30 p.m.**

MINUTES

ATTENDANCE:

PRESENT: Bill Meese, John Konow, AJ Dunnack, Jason Nowosad

ALSO PRESENT: Superintendent Robert Angeli, Kathleen Mozak-Pezza, Curriculum Coordinator, Maureen McCall

I. Call to Order

W. Meese called the meeting to order at 6:35 p.m.

II. Review monthly/quarterly financials as appropriate

Superintendent Angeli reported on the monthly budget report; overall the Board is in good shape and is approximately \$92,000 positive. Discussion on potential budget impacts for winter weather. The snow contract contains a set dollar amount and will not vary depending on the amount of snow we receive this winter. Fuel oil is negotiated through the town and the Board purchases. Superintendent Angeli noted the Grant and Capital Report accounts were provided in the Board Packet.

III. Discuss Policy #3160, Board Budget Procedures and Line Items

Superintendent Angeli presented the redline version of the Policy. Shipman & Goodwin advised on the language of this Policy. The requirements for Budget Transfers and the timing of the transfers was discussed.

IV. Discuss purchasing chart regarding Policy #3313, Purchasing

Some services are automatically exempted. The Superintendent can waive items. There is a gap in dollar amounts between \$5,000 and \$7,500 in the current policy that should be corrected. The Committee discussed changing bid requirements for Goods or General Services. W. Meese recommended to increase the Direct Purchase maximum amount for Special and Professional Services from \$5,000 to \$7,500 and increase the Direct Purchase maximum amount for Goods or General Services from \$1,000 to \$3000. Competitive bids/proposals was recommended to be changed to \$7,500-\$15,000. Superintendent Angeli will update the chart to reflect these requests.

V. Adjournment

W. Meese adjourned the meeting at 7:18.

Submitted by,

Chelsea Williams, Acting Board Clerk