

**LEBANON BOARD OF EDUCATION
FINANCE/BUDGET SUBCOMMITTEE
LYMAN MEMORIAL HIGH SCHOOL AUDITORIUM
October 30, 2018
6:00 P.M.**

MINUTES

ATTENDANCE:

PRESENT: William Meese, John Konow, Alan Dunnack, Jason Nowosad

Also Present: Maureen McCall, Superintendent Angeli, Bob Sirpenski, Kathleen Mozak-Pezza

I. Call to Order

Finance/Budget Subcommittee meeting was called to order at 6:01 p.m. by W. Meese.

II. Discuss communications from the Board of Finance

- a. A letter dated October 19, 2018, from the BOF gave the BOE the schedule for the Capital Budget Submissions. They are due to BOF by January 10, 2019.
- b. The BOF also sent the budget timeline for the 2019 budget cycle. The Superintendent reviewed with the subcommittee the items requiring School District and BOE action.

III. Review grant spending, capital spending and BOE reporting formats

- a. District staff presented the subcommittee information pertaining to all the federal, state and miscellaneous grants the District receives and provided the status of each item. The District staff presented a recommended format for quarterly BOE reporting.
- b. District staff presented the status and answered questions pertaining to the 4 capital accounts: School Improvement, Technology, Athletics and Non-lapsing. The District staff presented a recommended format for quarterly BOE reporting.

IV. Discuss and possibly act on revision to Policy #3160, Board Budget Procedures and Line Item Transfers

- a. The subcommittee reviewed the Superintendent's recommended changes to section 3160. Accepted as written with the exception of making grant and capital reports quarterly to the BOE using the standard quarterly format.
- b. The subcommittee reviewed the language of the policy around line item transfers. The business practice does not match policy. The Superintendent will draft change language for that paragraph as discussed with the subcommittee.

V. Discuss and possibly act on revision to Policy #3313, Purchasing

- a. The subcommittee reviewed a proposal to take the important purchasing information & policy contained in section 3313 and apply it to a quick reference table. The table would benefit the subcommittee and BOE in the accomplishment of its oversight responsibility. The Superintendent will draft a table to present to the subcommittee.

VI. Adjournment

The meeting was adjourned at 7:40 p.m.

Submitted by,
William Meese, Chair