

**LEBANON BOARD OF EDUCATION  
FINANCE/BUDGET SUBCOMMITTEE  
SPECIAL MEETING  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
OCTOBER 9, 2018 - 6:45 P.M.**

**MINUTES**

**ATTENDANCE:**

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

**ALSO PRESENT:** Superintendent Robert Angeli, Robert Sirpenski, Business Manager, Kathleen Mozak-Pezza, Curriculum Director

**I. Call To Order**

The Budget/Finance Subcommittee meeting was called to order at 6:49 p.m. by W. Meese

**II. Discuss the Board Policy on the roles/function of Fiscal Operations/Finance Subcommittee**

The superintendent explained capital accounts, non-lapsing account and grant funds. K. Mozak-Pezza explained grants. The SIP account was explained. The Athletic Capital Account was explained. The Technology Capital Account was explained. R. Sirpenski explained grant expense tracking. Superintendent Angeli explained the ASTE grant. That grant could include \$80,000 extra this year. Reporting of grants discussed.

**III. Provide explanation of all fund accounts including operating, capital, non-lapsing and SIP with current Board reporting requirements of each**

The Town Finance Director and the Board Business Manager work closely together. Monthly reconciliations are done. Purchasing in the district was discussed. The superintendent approves all purchase orders. R. Sirpenski explained capital purchase orders. The current process of reporting accounts to the Board discussed. The lag between purchase orders and expenses explained. Dollar amounts for Board approval discussed. W. Meese suggested quarterly reports on capital and grant accounts. Monthly reporting on General Operating accounts.

**IV. Review/discuss annual fiscal calendar**

The calendar was reviewed by the superintendent and R. Sirpenski. The budget for next fiscal year is already being reviewed. Deadlines were reviewed

**V. Review and possibly act on policies that may need to be updated**

Policy that needs to be changed was discussed.

**VI. Adjournment**

Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Kathleen E. Chapman, Board Clerk