

**Lebanon Board of Education
Finance/Facilities Joint Subcommittee Meeting
Lyman Memorial High School Library
December 20, 2022 – 4:00 PM**

Minutes

PRESENT: Brian Green, Nicole McGillicuddy, Dawn Whitcher, Bruce Calef, Sarah Haynes (BOE Chair)

ALSO PRESENT: Superintendent Andrew Gonzalez, Kevin French (Facilities Director), Valerie Belles (Business Manager), Scott Elliott (LMHS Athletic Director), Jacques Dulac (Director of Information Technology), James Apicelli (LMHS Principal)

I. Call to Order: Brian Green called the meeting to order at 4:01 PM.

II. Presentation of initial FY24 budget/capital items:

1. Mr. Elliott began with the Athletics capital request(s) for next year.
 - a. Replacement of the LMS gymnasium scoreboard and the replacement of the LMHS lockers in the girls' locker room (numbers 1 & 2 on the list) he is quoting to get done in this FY23 budget cycle.
 - b. Portable broadcast booth ("Donkey") for use for softball and other events.
 - c. Lyman track resurfacing/certification: The track is deteriorating quickly and will not make the (10) year anticipated life span. The track is currently in year (6). Mr. Elliott will be reaching out to look at possibilities, but this issue is moving up the list quickly.
 - d. There were other items, lighting and Wi-Fi/Camera upgrades for the athletic complex, building at track & baseball/tennis complex(s) that houses concessions/bathrooms/storage.
 - e. Mr. Elliott also commented on how much of the lower dollar items have been accomplished over the last few years. We have great facilities and athletics, but we are now on to higher priced items to repair/replace.
 - f. There was considerable discussion also on the state of the various fields in the district.
 - g. Nicole inquired about the state of uniforms for the varied sports. Mr. Elliott stated that any replacement or purchases happen with normal funding on line item #616.
2. Mr. Dulac took the subcommittee through his request for FY24.
 - a. He stated that he has been receiving approximately \$90,000 in capital the last few years. Unfortunately, that isn't sufficient to keep up with the outlined Refresh Plan for the district. He continued that he needs about \$115,000 just to keep what the district currently has operating, but that doesn't leave room for much in the way of capital replacement for equipment.
 - b. Smartboards: The district needs (72) smartboards replaced (~\$2,500 each), as they are quite aged. Currently only replace when absolutely needed. The technology continues to evolve and the newest versions have a much greater capability versus the old models and are more cost effective.
 - i. LES: (34) smartboards of which (9) were replaced after 2016.
 - ii. LMS: (29) smartboards of which (14) were replaced after 2016.
 - iii. LMHS: (38) smartboards of which (6) were replaced after 2016.
 - iv. The subcommittee discussed perhaps not purchasing all that's needed at the same time, as a staggered approach may be much better when replacement is needed in future years.

- c. Chromebooks/iPad: Because of the ETF funding last year (\$70,000) the IT Department was able to catch up considerably on what was needed for replacement Chromebooks. Chromebooks have a 4-year life expectancy.
 - i. iPads (used by K-1): we need to replace (60) this year due to age.
 - ii. 2nd grade classes are currently using Chromebooks that are out-of-cycle, and cannot receive further updates.
 - iii. Ultimately would like to begin to give 5th & 9th grader students a new Chromebook to stay with them each of the 4-year periods.
 - iv. If Chromebooks are outdated, students cannot utilize them to take mandated testing. This presents a problem.
 - d. Laptops/Desktop Computers:
 - i. We have (86) desktops (64 in labs and 22 with teachers) that are 10-years or older and that need replaced.
 - ii. (16) laptops (teachers) are 10-years or older and need replaced.
 - e. Infrastructure:
 - i. \$70,000 requested for a new bell system (all three schools) that is user friendly and not outdated. A new system would also allow the incorporation of LENS, an emergency broadcast system.
 - 1. As a note, the bell system is original to each of the schools.
 - f. District Refresh
 - i. Mr. Dulac presented the subcommittee with a detailed refresh plan for technology.
 - ii. It is suggested that if the district was able to secure \$213,000 for the FY24 year (capital), and then move to \$133,000 annually thereafter through FY26, and then reduce to \$115,000 for two years, we could get back on track.
3. Mr. French took the subcommittee through his capital request for FY24.
- a. His proposal was for approximately \$225,000 (\$325,000 with upgrades to the lighting/sound in the Lyman auditorium).
 - i. District doors and hardware: LMS has the same doors and hardware since 1958. These doors are failing, especially in restrooms and other high traffic areas.
 - ii. There are several other projects:
 - 1. Electrical upgrades (Fire Marshall)
 - 2. Exhaust fans to be replaced as needed
 - 3. Catch basins: Cleaning and replacement
 - 4. LMS parking lot sealing, crack repair, and line striping
 - 5. Tree trimming/removal
 - 6. District interior painting
 - b. The subcommittee asked that he reviews his proposal as several things were noted that were not on the request (Roof at Lyman, HVAC replacement(s), etc.)
4. Mr. Gonzalez brought the subcommittee through the overall initial budget assessment for FY24.
- a. The initial assessment is that the district would need to request an approximate 7.2%+ increase for FY24. With inflation at 7.5%+, it is hitting all line items much harder than in previous years.
 - i. Mr. Gonzalez has asked all district department heads to think more globally about how we can be more efficient.
 - ii. We have an expected 2%+ enrollment growth in FY24 in addition to the 0.5% growth in this FY.
 - iii. Mr. Apicelli and Mrs. Singleton have been actively recruiting for Lyman.

- b. He held an input session on 15 DEC 2022 with various stakeholders (district staff from each of the schools and the public).
 - i. There was limited participation.
- c. The Directors will solidify their requests and there will be an update at a Finance Subcommittee meeting on 10 JAN 2023 @ 6:30 PM.

III. Update on FY23 Budget

- a. Thus far we are on track budget wise.
- b. Continue to watch closely fuel oil, diesel fuel, and electricity as those are quite volatile.

IV. Substitute Rates of Pay

- a. On 1 JUNE 2023, the minimum wage is increasing to \$15/hour, which is higher than our current lowest substitute rate of \$14/hour.
 - i. The subcommittee discussed raising the rate to \$16/hour minimum and then upwardly adjusting the other substitute rates accordingly.
 - ii. Lebanon, like most districts, is in rough shape as it pertains to substitute teachers.
 - iii. The hope is by increasing the rates a bit, it may make us a bit more competitive, though we are still very low on the pay scale even after the proposed adjustments.
 - iv. Superintendent Gonzalez was going to work with Ms. Belles to see what effect that may have for budgetary purposes.

V. Scissor Lift

- a. John Jarvis will be going to look at and drive the scissor lift in Hartford on 21 DEC 2022.
- b. More to follow after that test drive.

VI. LMS Scoreboard

- a. The scoreboard is not fixable at LMS.
- b. Mr. Elliott spoke about the fact that they are investigating new boards.
- c. Currently LMS is using a portable digital board which is certainly not ideal, but better than the paper flip chart.
- d. Even if a replacement is found soon, it is doubtful that one would be installed this school year.

VII. Facilities

- a. There were a couple of pending issues discussed: Cracks in the LES sidewalk & paving, and the alarm system at all three schools.
 - i. Facilities was able to hot patch the trench opened for the new barn at Lyman. While doing that, they also were able to do hot patch work on the pavement at LES.
 - ii. The subcommittee reiterated that we must have safe walkways and buildings for our students, staff, and visitors. Mr. French commented that they will likely try a couple of different methods to repair the large crack in the sidewalk at LES. This would hold us through winter.
 - iii. The alarm system at all three schools is now not able to be serviced due to age. The system is original to most buildings.
 - 1. Nicole asked if a price/quote could be garnered before the next meeting. Mr. French will work on getting a quote.

VIII. Adjournment: Nicole McGillicuddy adjourned the meeting at 6:26 PM.

Respectfully Submitted by,

Brian Green, Finance Subcommittee Chair

Nicole McGillicuddy, Facilities Subcommittee Chair