

Lebanon Board of Education
Finance Subcommittee Meeting
Lebanon Middle School (LMS) Library
March 21, 2023 – 5:45PM

Minutes

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

ALSO PRESENT: Superintendent Andrew Gonzalez, Valerie Belles (Business Manager), Kevin French (Director of Facilities), Alexis Margerelli-Hussey

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Call to Order: Brian Green called the meeting to order at 5:46 PM.

I. Long-Term Planning Study

- a. No real update. The topic was added to the Board of Finance (BOF) meeting on March 21st, 2023.

II. Emergency Expenditures

- a. Water heater and heat wheel:
 - i. Heat wheel at LMS came in earlier than expected and was installed.
 - ii. Water heater is still about (2) weeks out.
- b. Cement block issue at Lyman: Will be addressed once the temperature becomes warmer so that the products will adhere properly.
- c. Camera Additions: As per the plan, several cameras were added throughout the District; approximately 90% complete. There will be some funds left, so the Superintendent is exploring other areas that camera's may be beneficial.
- d. Information Technology:
 - i. Lab at Lyman
 - 1. New desktops arrived this week. The techs are working to get them up and running within one week.
 - ii. Lab at LMS
 - 1. Monitors and keyboards came in. Computers will be shipped on March 23rd, 2023.
 - iii. (35) new Chromebooks (half of need) were acquired; IT staff is currently configuring the Chromebooks. The next (35) will be ordered next week.
 - iv. Wi-Fi at Sports Complex: Equipment will not be available until the summer, but the PO for the job will be going out soon.
- e. The subcommittee will leave this as a standing item until all repairs/installations have taken place.

III. 2022-2023 Budget

- a. We are right on track for costs thus far through this year's budget cycle; the budget is in a healthy position.

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- b. The only area of concern was that of heating oil costs. We are currently about \$24,000 over budget in this area. Valerie will project the overage until the end of the FY and inquire with the BOF to see if there are contingency funds available.

IV. Grant

- a. Safety/Security State grant submission date was moved to the end of April, 2023.
- b. We are receiving assistance from the Grant Writer at Mutual Link.
- c. Needs Assessment is complete.
- d. General overview is complete.
- e. Troop/SRO completed the safety checklist.
- f. We have received zero funding in the past for Safety/Security grants, so we are hopeful that puts us in a better position to receive a grant this year.
- g. Reminder that this is a matching grant.

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V. Audit

- a. No updates.
- b. We will keep this on the agenda in order to stay on top of any findings/issues.

VI. Operating Budget Narratives

- a. Valerie has started a FY 24/25 budget folder.
- b. Valerie and the Superintendent have begun work on the narratives.
 - i. Added specific number of staff members that make-up the salaries and wages line item(s).
 - ii. Some lines may show a significant increase/decrease next year, as salaries and other costs were better aligned to another line item.
 - iii. They will begin working on program goals/descriptions next.

- VII.** Brian Green adjourned this meeting at 6:16pm. The next meeting will be held on 18 APR 2023 at 5:00pm in the LMS Library.

Respectfully Submitted by,

Brian Green, Finance Subcommittee Chair