

**Lebanon Board of Education
Finance Subcommittee Meeting
Lebanon Middle School (LMS) Library
April 18, 2023 – 5:00PM**

Minutes

PRESENT: Brian Green, Nicole, McGillicuddy, Sarah Haynes (BOE Chair)

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

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Call to Order: Brian Green called the meeting to order at 5:03 PM.

I. Long-Term Planning Study

- a. We are currently in a holding pattern awaiting funding.
- b. There was brief discussion on who may make up the committee once formed.
- c. Mr. Gonzalez will start putting together some guidelines for the committee to follow, so that won't have to be done later.
- d. Ms. Belles is going to reach out to the CT School Business Managers to see if anyone has done a study recently, and what guidelines they may have followed.

II. Emergency Expenditures

- a. Water heater:
 - i. Water heater is still about (1) week 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: Nothing new.
- d. Information Technology:
 - i. Lab at Lyman
 - 1. New desktops have been installed and are in use.
 - ii. Lab at LMS
 - 1. Everything is up and running and the reports from students and staff are very positive!
 - iii. The next (35) Chromebooks will be ordered soon.
- e. The subcommittee will leave this as a standing item until all repairs/installations have taken place.
- f. The District was in need of secure, fire resistant filing cabinets for Special Education. Two were purchased emergently and a request will be coming to the full board to approve approximately \$10,000 from non-lapsing funds at the next meeting.

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.
- b. The only area of concern was that of heating oil costs.
- c. Brian inquired as to the approximate value of funds in the non-lapsing account. Ms. Belles reported it to be at about \$150,000.

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- i. Further discussion was held on what we should keep in that fund (minimum balance) for true emergencies that may arise. We will discuss more at the next subcommittee meeting and perhaps set up an SOG for this account.

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. Mr. Gonzalez has not heard from the grant writer, which is a bit concerning.
 - i. He will reach out again this week, and if nothing is heard, call the President of Mutual Link.
 - ii. The grant is due to the State on 30 APRIL 2023.
- d. 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. FY 24 Budget

- a. Town Meeting comments were positive towards the Board of Finance for the 4.32% given to the schools for the year.
- b. Next will be the Town Meeting on 1 MAY 2023.
- c. We spoke of the concern for the Capital dollars requested. The Lyman roof is in poor shape, and the concrete cracking is one result of the poor condition. Mr. French will investigate having the roof scanned (infrared) in order to ascertain its true condition.

VII. Operating Budget Narratives

- a. Valerie has started a FY 24/25 budget folder.
- b. Mr. Gonzalez and Ms. Belles will work on some of the account names and the nomenclature that makes up the accounts. This should help greatly with clarity of what actually makes up each account.

VIII. Topics for Next Meeting

- a. Review of copier lease bid.

IX. Adjournment

Brian Green adjourned this meeting at 5:49pm. The next meeting will be held on 16 MAY 2023 at 5:00pm in the LMS Library.

Respectfully Submitted by,

Brian Green, Finance Subcommittee Chair

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