

**Lebanon Board of Education**  
**Finance Subcommittee Meeting**  
**Lebanon Middle School (LMS) Library**  
**May 4, 2023 – 4:15PM**

**Minutes**

**PRESENT:** Brian Green, Dawn Whitcher

**ALSO PRESENT:** Superintendent Andrew Gonzalez, Jacques Dulac (Director of Information Technology)

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**I. Call to Order**

Brian Green called the meeting to order at 4:15 PM.

**II. Review Copier/Printer Bids**

- a. Mr. Dulac reviewed with the subcommittee the eight bids received from the Copiers/Printers RFP. He stated that we currently have two vendors (CBS – Xerox, and Ryan Business Systems) and the goal was to get down to one vendor with this new contract.
- b. Mr. Dulac recommended to the subcommittee that the Board approve Prism Office Solutions that provides Toshiba machines at a lease cost per month of \$1,197. The price per black & white copy is \$0.0032 and color copy is \$0.032.
- c. Mr. Dulac checked with other IT Directors and this company has a good reputation with those districts that use them.
- d. The subcommittee agreed that we will be recommending Prism Office Solutions to the full BOE at the next meeting.

**III. Adjournment**

Brian Green adjourned this meeting at 4:20PM. 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