

**LEBANON BOARD OF EDUCATION
FINANCE/BUDGET SUBCOMMITTEE
SPECIAL MEETING
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
OCTOBER 8, 2019 – 6:00 PM**

MINUTES

PRESENT: Bill Meese, John Konow, AJ Dunnack

ALSO PRESENT: Superintendent Robert Angeli, Robert Sirpenski, Business Manager, Jacques Dulac, IT Director, Kevin French, Facilities Director, James Apicelli, LMHS Principal, Scott Elliott, Athletic Director

I. Call To Order

W. Meese called the meeting to order at 6:04 p.m.

II. Discuss FY 2019-2020 Budget

A discussion was held concerning the current Fiscal Year. Through one quarter there are no surprises in either revenue or expenses. R. Sirpenski processed all the changes that occurred over the summer and the Board's anticipated deficit for the year moved from \$200,000 to \$25,000. The Superintendent recommended making all corrections to the current FY Budget to reflect the reality of all personnel and contractual transactions that have occurred since the Board passed the initial budget. This has no impact to programming. The subcommittee concurred with this action. Motion: To recommend to the full Board to approve the correction of various line items in the FY 19-20 budget to reflect the realities of all the transactions that came to light in the first quarter. Carried unanimously.

III. Discuss quarterly Capital, Non-lapsing and Grant status

The quarterly status of Capital, Non-lapsing, and various grants were discussed.

- a.) They are all fairly normal with the exception of the Title 1 grant, which was reduced by nearly 50%. This grant pays for a contracted reading interventionist at LMS and a math tutor at LES. A change to the funding of these positions or a change in service strategy will need to occur. Superintendent has this for action.
- b.) With the possibility of an extra \$100,000 in School Improvement Plan (SIP) funding and an extra \$75,000 for the replacement of the fuel tank at the High School up for approval at the October 28, 2019 town meeting, a discussion occurred regarding the use of the potential extra \$100,000 of SIP funding. The Superintendent will review all projects, associated costs and prior Board approvals. The Superintendent will bring a recommendation to a subsequent Finance Subcommittee meeting, to be held prior to the October 29, 2019 Special Board Meeting.

IV. Training Presentation (Athletics Budget Build)

A budgeting training was held for the Finance Subcommittee concerning the building of the Athletics Program budget. Of particular interest, S. Elliott stated the vision for the Athletic Program is that he desires it to be the best small school program in the State.

V. Discuss Annual Finance Calendar (as amended, 9/11/19)

A discussion about the planning calendar for the FY 2020-2021 Budget occurred. The Budget Season opened in September and the Administrators were provided guidance in September.

Current Budget Year Expectations and Board Budget Guidance is due in October. Superintendent will brief the full Board in December on the first pass of the budget and will offer budgeting priorities at that time.

- VI. Discuss final outcome of IT Position merger and recurring budgetary impact**
The recurrent budgeting implications of the merger of the 3 part time IT positions into one full time and one part time IT technicians results in a potential increase in the cost of IT support by \$10,900. However, depending on associated fringe benefits, the cost may be less.
- VII. Review fiscal policies:**
- a. Policy #3324, Ordering Goods and Services – Purchase Orders and Contracts**
The subcommittee recommends that the Board adopt the Shipman & Goodwin Policy
 - b. Policy #3281, Fundraising Activities**
The subcommittee recommends no change
 - c. Policy #3451.5, Petty Cash Funds**
Requires changes. The Superintendent will make appropriate changes, forward to Shipman & Goodwin for review prior to adopting.
- VIII. Adjournment**
W. Meese adjourned the meeting at 7:30 p.m.

Respectfully Submitted,
Bill Meese, Chair