

*Oneonta City School District
Finance/Audit Committee Meeting Minutes
February 11, 2020*

The meeting began at 3:33 PM.

Members Present: Lisa Weeks, Business Manager; Tom Brindley, Superintendent; Bill Grau, Board of Education; Anne Wolstenholme, HS Principal, John Mushtare, HS Teacher, Katie Lossi, HS Teacher

Members Absent: Dan Buttermann, Board of Education; Jamie Reynolds, Board of Education

Risk Assessment Audit - (Discussion; Active Item on Meeting Agenda)-The Audit Committee is recommending a targeted audit this year with the focus on Revenue and Cash Management. Business Office is still working on scheduling with Cwynar & Company. They have indicated that they would like to audit a different targeted area (Student Activities).

Independent Audit-New Auditor-As a result of an RFP issued by BOCES, we have a new Independent Financial Auditor, Raymond G. Preusser, CPA. Business Office has met with a representative from the audit firm and has set dates for field work. It was noted that it is good to change auditors every few years to keep both the district staff and auditor in check.

Audit Management Letter Response-In the past, since we had no findings as a result of our Independent Financial Audit, we have not been required to provide a response to NYSED. This year, they are asking for a response, whether or not there are findings. That response is on the February 12, 2020 Financial Memorandum for board approval.

Budget 2020-2021-(discussion)We are waiting for information from BOCES in order to calculate our tax cap. Additionally, we need to confirm building aid, which was inaccurate on the state aid run. Our Excess Cost aid was also inaccurate as the state has not yet set rates for some private placement schools, and therefore did not project aid. On the expense side, our health insurance is up about 10%. We have been discussing personnel needs, and the OTA contract is not settled. We will begin looking into some type of medigap plan for retirees, which would provide the same or better benefit for less cost. The district has been awarded a community schools set aside, which is additional funding (\$41,353) that has to be used for new programming in specific areas including counseling, social work, extended day, etc.

We anticipate a tough budget year.

Repair Reserve-Repair Reserve items approved by the board following the public hearing are all in progress. For the items that can be aided by NYSED, we will be asking

to have a proposition on the ballot. Between the aid and the amount that we will redirect from the Repair Reserve, these projects will have no additional tax impact. They include removal of the remainder of the districts underground storage tanks, Riverside and Bus Garage parking lot repairs.

Review of Financial Memorandum- There are 17 items on the Financial Memorandum for the February 12th board meeting. Many are standard reports and change orders. Other items noted included donations, athletic trainer contract which was revised to include a \$5,000 maximum, and purchase of a bus camera for the new Bus #187. This was an oversight on the part of the manufacturer, camera company and Birnie as the district had the camera from the old Bus #187. That camera will be used in one of our new bus purchases going forward.

Transportation Bid Results-On Friday, February 7th, we opened bids for Transportation Services from five contractors. Two are not being considered (Birnie as not a responsible bidder although the amount was lowest), and Hale, who did not submit a compliant bid document. The three responsible bidders being considered are Durham, First Student and Rolling V. We believe that all would represent our district well. All bid submissions were reviewed by Superintendent, Business Manager, Director of Special Services and Board Member. We discussed the pros and cons of the submissions. It appears that after full calculation, Durham is the lowest responsible bidder. Suggested changes in contract language proposed by Durham has been reviewed by our attorney who advised on each item. Mr. Brindley is checking references. Lisa will now send the bid results to NYSED Transportation Unit to review, making sure we haven't missed anything prior to award of bid.

There is a concern about the service from the current provider once the bid is awarded. There was a question about e-school and transfinder compatibility. Clerical has been received training to input actual physical addresses, not PO Boxes.

Aged Exemption-The district has received calls and visits regarding making changes to the AGED Exemption. We have had a recent request to increase the aged exemption from 16,000 to 18,000. The last time it was increased was 2007-2008 when it went from 14,000 to 16,000. Information was provided by Otsego County. The county uses a sliding scale to align higher incomes with lower exemptions. Other districts have adopted a sliding scale as well, but with lower amounts than the county. The board will need to discuss and make a determination. The deadline for filing with the assessor is March 1st. However, our next board meeting is March 4th, 2020. The county will honor the exemption a few days late as long as they know that the district will be discussing and voting on a resolution.

Our meeting ended at 4:26pm.
Next meeting: March 10, 2020, 3:30PM
Location: DL Room, Center Street

Respectfully submitted,
Lisa J. Weeks, Business Manager