

*Oneonta City School District
Finance/Audit Committee Meeting Minutes
August 4, 2020*

The meeting began at 3:30 PM via Zoom.

Members Present: Lisa Weeks, Business Manager; Tom Brindley, Superintendent; Bill Grau, Board of Education; Amy Burnsworth, Board of Education; Jamie Reynolds, Board of Education

SAM Grant Update-Funding for the State Grant that we were awarded to purchase a truck and hot box were put on hold. It is not clear if, or when we will receive funding as promised from NYS.

Substitute Pay-As a result of the minimum wage increase to take effect January 1, 2021, the substitute LTA and non-certified teacher substitute will be only \$0.69 difference. Current difference in pay rates is \$5.24. We reviewed the various substitute instructional pay rates. The committee suggested more time and information before making a recommendation. This will be tabled until October since the new rates would not take effect until January. We need an idea of how many substitutes this would affect, how many sub as both LTA and non-certified teacher, etc. Lisa will bring additional information back to add to the discussion.

Fund Balance Update-Unofficially, it appears that we will end the fiscal year ending June 30, 2020 with an undesignated fund balance of approximately 7%. We usually end the year with the state mandated maximum of 4%. However, with reduced expenditures related to the COVID closure (ex. Transportation/utilities), and additional state revenues for special education costs, our fund balance is higher than usual. We anticipated that we would end higher this year and plan to offset any state aid reduction with this additional funding in order to stabilize our educational plan for the 2020-2021 year.

Tax Levy-The board will set the tax levy at the next meeting. (The recommendation is to leave it at the budgeted amount). The resolution allows for a higher than 4% retainage in order to offset reduction in state aid.

Tax Certiorari Update-Our current estimated potential liability is \$56,083. At this time of year, it is common for us to receive legal paperwork from taxpayers who feel that their assessment is too high. We have enough in our tax certiorari reserve to cover these potential liabilities. The most recent ones received are from Mountainview Mobile Home Park, Abner Doubleday and UPS.

Budget Amendment-State Aided Hardware-There is a budget adjustment for approval on the board agenda to increase the State Aided Hardware line in our budget. This

budget line was erroneously omitted when reduction in technology equipment was made. This budget increase will be funded with additional BOCES refund. We generally receive the refund in the fall and anticipate that it will be higher than usual as a result of BOCES closure due to COVID-19. Computer equipment such as laptops, chromebooks, monitors, etc is purchased from this budget line.

Cafeteria Budget-Our cafeteria budget is balanced for 2020-21 at \$577,707. Since we really don't know how this food distribution will work or how it will be aided, it is hard to predict the actual budget. This budget includes funding for rolling carts and coolers in order to transport food to different locations, either in buildings or by bus as we did during the closure. We ended the 2019-2020 year with a loss of \$3,839, which is not significant for a school food service fund. That is reflective of a \$10,000 contribution from the general fund. Currently the cafeteria is showing an available fund balance of \$36,395, which helps to offset losses.

Extended Day Budget-The 2020-2021 budget was created with the assumption that the program would run as usual with safety precautions in place. The 2020-2021 budget reflects a projected loss of \$24,644. The program, which is parent funded has enough fund balance to cover that projected loss, but will need to increase the rates in 2021-2022. The rates were left the same in order to be sensitive to families current financial situations. For 2020-2021 it is understood that employees in the program will be paid ONLY for hours actually worked. For the unanticipated closure in the prior year, employees continued to be paid, which drained the fund balance.

Other Discussion-

Transportation-What are we paying Durham for the contract when classes are not being conducted in the buildings? When negotiating the contract, a 50% amount for overhead was discussed. We will be discussing this in more detail with Durham in the very near future. At this point in time, we anticipate receiving aid for payments made on SED approved contracts.

The committee is also looking to clarify what the guidance is for number of students who can safely ride on the bus at any given time.

Our meeting ended at 4:05pm.

Next meeting: September 22, 2020, 3:30pm

Location: Zoom link to be provided.

Respectfully submitted,

Lisa J. Weeks, Business Manager