

Onteora Central School District  
Audit Committee--Minutes

March 1, 2021

Committee Members: Robert Curran, Drew Boggess, Kevin Salem, Wendy Wolfenson,  
Emily Sherry

Invited Guests: Monica LaClair, Assistant Superintendent for Business  
Debra D'Aprile, District Treasurer

- 1) Call to Order
  - a) Meeting was called to order at 9:30am
- 2) Attendance
  - a) Victoria McLaren was absent
- 3) Approval of Minutes – November 9, 2020
  - a) Wendy Wolfenson first, Drew Boggess second.
  - b) There were a few minor adjustments made to the minutes.
  - c) All in favor.
- 4) Update on Internal Audits
  - a) Monica LaClair briefly went over the internal audits that have been completed in the District since 2012. She remarked that of the proposed recommendations, the staff in the Business office had embraced them to the point that they have now become second nature. Conversation among committee members then ensued surrounding the various internal audits, Extraclassroom Activity Fund, Cash Receipts, Special Education programs, Health Insurance, Transportation and Maintenance, and Security and Access to Student Data.

A few requests that came from the audit committee included an update to job descriptions with certain staff that have specific responsibilities so that should staff leave, staff replacing them have guidelines to follow. Another request was to have John Reimer attend a future board member to give the Board a security update.

- 5) Old Business
  - a) Wendy Wolfenson asked if there was a timeframe we may see a hit from COVID given the discuss at the last meeting surrounding the increase wealth due to increased home sales. Monica LaClair mentioned it could still be years as state aid is determined by data that is lagging by 2-3 years.
- 6) New Business

a) Kevin Salem asked if the audit committee would be the proper forum for discussion of converting the district to non-fossil fuels as a long term plan. Monica LaClair recommended bring in an outside consultant with specific knowledge in this area to help the district research potential possibilities given the geography and weather of our district.

7) Adjournment

a) Next meeting, Monday May 10, 2021. The external auditor will be in attendance.

b) It was discussed that perhaps the next meeting may be held in person, outside if weather permits.

**All meetings begin at 9:30 am either at Central Administration OCSD, Boiceville or via Google Meet.**