Audit Committee-Minutes
March 13, 2023
9:30am

Committee Members		**Invited Guests**	
Trustee, Cindy Bishop	✓	Superintendent, Victoria McLaren	✓
Committee Member, Drew Boggess	✓	Asst. Superintendent for Business, Monica LaClair	✓
Committee Member, Robert Curran	✓	Asst. Superintendent Instruction & Curriculum, Stephanie Laffin	
Trustee, Meghann Reimondo	✓	District Treasurer, Debra D'Aprile	
Trustee, Kristy Taylor		Deputy Treasurer, Kimberly Cole	✓
Committee Member, Wendy Wolfenson		External Auditor, Mike Rossi	

1.) Meeting Called to Order

Meeting was called to order at 8:35am, and led by Assistant Superintendent for Business, Monica LaClair.

2.) Roll Call

See table above for attendance.

3.) Approval of Minutes

Meeting minutes from September 12th, were emailed prior to the meeting for review. Committee Member, Drew Boggess made a motion to accept, seconded by Trustee, Meghann Reimondo.

4.) Introduction of new Business Office Staff

Monica LaClair took a moment to introduce new employees of the business office. Kimberly Cole is replacing the prior employee in a position of Deputy Treasurer and Tax Collector. Dawn Rhea is replacing the prior employee in the position of Accounts Payable Clerk. Monica gave a brief introduction of both new employees and their roles in the Business Office.

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5.)ARP & CRSSA Grant Review

Monica reviewed the current status of ARP & CRSSA Grants - she explained that CRSSA & ARP is an ongoing grant and we will be subject to an audit in the coming months. $2M of ARP is earmarked for facilities upgrades. Summer of '24 there will be capital improvements from ARP funding. Funding will come from the grant first then the Capital Reserve. Monica explained that there is a 52 week lead time for project work. Hopefully ARP timelines will be extended. Audit will be conducted in the coming months. Monica mentioned that ARP & CRSSA Grants could be the internal audit topic.

6.) Internal Audit Ideas

Committee Member, Robert Curran suggested an internal audit on computer safety and security. Trustee Cindy Bishop mentioned that John Reimer, Director of Technology, gave a presentation in the past and it would be a good refresher if he could give an update. Monica advised she will speak with Tenesha at MHRIC and see what security measures are in place for OCSD software stored offsite.

7.) Old Business

8.)New Business

Monica LaClair confirmed that Mike Rossi will be presenting at the May Audit Committee Meeting.

9.) Questions/ Comments

Committee Member Drew Boggess asked about the Long Term District Planning survey. Monica LaClair stated that the survey is to be conducted by March 15, 2023.

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9.) Questions/ Comments - Continued

Committee Member Drew Boggess also asked for an update on the electric bus grant. Monica advised that the grant has been extended to 2025. By 2027 the only new buses we can purchase are electric. By 2035, the whole fleet must be powered by electricity. Monica gave an update for a grant $8M has been awarded to purchase 21 buses. Further discussion with Superintendent, Victoria McLaren regarding utilizing property vs buying property. Further discussion regarding some nearby locations and how they would be useful for this implementation.

10.) Upcoming Important Dates

Schedule of Audit Committee Meeting Dates for 2022/2023:

Monday, May 22, 2023

All meetings begin at 9:30 am at Central Administration OCSD, Boiceville

11.)Adjournment

Motion to adjourn the meeting by Megahnn Reimondo and seconded by Cindy Bishop. Meeting adjourned 9:10am.

Respectfully submitted,

Kimberly Cole
Deputy Treasurer/ Tax Collector
Onteora Central School District

Final