



Manchester-Shortsville Central School District

“Red Jacket Schools”

1506 Route 21, Shortsville, NY 14548-9502
Phone (585) 289-3964 Fax (585) 289-6660
Web Page: www.redjacket.org

Charlene Dehn, Superintendent
Timothy Burns, Business Administrator

E-mail: Charlene.Dehn@redjacket.org
E-mail: Timothy.Burns@redjacket.org

Unit Name: Manchester-Shortsville Central School District
Audit Report Title: Instructional Complex Capital Improvement Project
Audit Report Number: 2021M-1.3

(1) Audit Recommendation:

For future capital projects, present the capital project plans in a more transparent manner and provide voters with detailed descriptions of the improvements to be made and all reasonably planned costs.

Implementation Plan of Action

The Capital Project Committee made up of 15 members included several community members/parents, members of the Board of Education, the Athletic Director, coach/parent, school nurse, teachers, administrators, and SEI Design Group architects, planned the scope of the 2016 Capital Project.

There were numerous presentations, visuals were also provided at Open Houses and during Board of Education meetings, information and pictures were provided in the District Newsletter that was provided to all District residents, and a lengthy narrated video tour of the spaces being addressed in the Capital Project was placed on the school website, Facebook and YouTube. Weekly pictures and videos were placed on the school’s YouTube channel, with links to them on the school website, to provide voters along with ongoing project updates.

The Building Condition survey and all related financial documents were available on the school website that was advertised in all the communications. In the end, this project came in just under the budget the community voted on and overwhelmingly approved. The District followed up with the community and provided before and after pictures of the project in the District Newsletter that was mailed out to all District residents.

The District will take the recommendations in this report and provide additional detailed descriptions of the improvements to be made, including all reasonably planned costs. Although, it can be difficult to predict what the auditors may consider new in scope, during the capital project planning process the Capital Project Committee will generate a more specific list of alternate prioritized items to address if the costs come in under budget. We will continue to communicate the capital project scope and work, so that the community is well informed. The District values transparency.

Implementation Date: October 1, 2021

Person Responsible for Implementation: Superintendent and Business Administrator

Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.

(2) Audit Recommendation:

Properly account for all capital project expenditures in the capital project fund

Implementation Plan of Action

The District has reviewed the recommendation in this report to purchase desks, chairs, appliances, and other classroom equipment/supplies from the Capital Project Fund rather than the General Fund.

These purchases from the general fund were all purchased using the approved procurement policy with community-approved funding. Moving forward we purchase all capital project related furniture, appliances, and equipment through the Capital Project Fund and we will also make sure that any work done by contractors that could be deemed not part of the project are expensed out of the general fund. Even though these purchases do not generate state aid for the District, we will comply with this recommendation.

Implementation Date: July 1, 2021

Person Responsible for Implementation: Business Administrator

(3) Audit Recommendation:

Ensure that change orders are properly approved and competitively bid change orders that exceed the statutory bid limit.

Implementation Plan of Action

The District has reviewed the recommendation to ensure that change orders are properly approved and competitively bid change orders that exceed the statutory bid limit. Change Orders below \$35,000 that do not require Board of Education approval will be included in the Board of Education packet for review. The District will continue to follow the advice of our legal and professional teams to make sure that change orders above the \$35,000 threshold are executed in accordance with what is fiscally responsible for the completion of the Capital Improvement Projects in the most efficient manner. In addition to the Board of Education receiving all change orders in their board packets, they may request a meeting to review them with the Business Administrator at any time.

Implementation Date: July 1, 2021

Person Responsible for Implementation: Superintendent, Business Administrator, Board of Education

Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.

(4) Audit Recommendation:

Solicit competition by obtaining RFPs or written quotes for professional services in accordance with its procurement policy.

Implementation Plan of Action

The District has reviewed the recommendations to solicit competition by obtaining RFPs or written quotes for professional services in accordance with its procurement policy. The Construction Management RFP and Environmental Consulting RFP were reviewed and both contractors were approved by the Board of Education. The insurance policy for the capital project was competitively bid by our insurance broker and will follow the recommendation that the District compare and put the quotes in the Board of Education Packet for review and acknowledgment.

The District used the RFP process previously to encumber the services of SEI Design Group and Fiscal Advisors. The District has had success utilizing SEI Design Group and Fiscal Advisors for Capital Projects. They have a thorough understanding of the District's physical plant needs and a proven track record of successful Capital Projects with the District. This includes addressing the needs outlined in the Building Condition Survey and needs that were identified by Capital Project Committee members and staff, while also finishing the project on time and within the budget approved by the voters. Maintaining this professional relationship is in the best interest of the District and voters. However, the District will follow the recommendation to RFP for these positions every five years.

Implementation Date: July 1, 2021

Person Responsible for Implementation: Superintendent, Business Administrator, Board of Education

Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.