

A Special Meeting of the Board of Education, Seaford Union Free School District, was held on Wednesday, July 10, 2013, in the Board of Education Conference Room located in the Manor Elementary School, 1590 Washington Avenue, Seaford, New York.

PRESENT: Mr. Brian W. Fagan - President  
Mr. Bruce A. Kahn – Trustee  
Ms. Susan Ruona - Trustee  
Ms. Jeanmarie Wink - Trustee

ABSENT: Mr. Richard G. DiBlasio – Vice President

Mr. Brian L. Conboy, Superintendent of Schools  
Mr. Alan S. Phillips, Interim Assistant Superintendent for Business

Also Present:

Nicholas DiMola, Audit Committee  
Thomas Jennings, Audit Committee  
Kathleen Mitterway, Audit Committee  
Patricia O’Sullivan, Claims Auditor  
Cristina Spinelli, Internal Auditor

At 7:31 p.m., the President of the Board of Education opened the Special Meeting. As the first order of business, Board President Brian Fagan led the audience in the Pledge of Allegiance.

**OPEN MEETING**

Introductions

**OPENING REMARKS**

Internal Auditor Cristina Spinelli gave a brief presentation of her written report. Areas covered included:

**PRESENTATION – INTERNAL AUDITOR**

Purchasing

- Full Scale Review - nothing alarming; a few confirming purchase orders

Claims Auditor

- Reviews payment of claims
- One mileage reimbursement did not have proper approval
- Lax on getting some quotes attached to claims; quotes were done

Fundraising

- Nothing alarming – 2 late deposits
- Need to look at collecting sales tax on certain sales
- Review of policy; consider updating

Textbooks

- Good amount of non-returned items at High School

Sign-in Sheets

- Looking for consistency
- Some signing in and out at the same time
- Every building doing things differently

Athletic Specialists

- New procedures in place and working

Petty Cash

- OK
- Sales tax; do we reimburse

Extra Classroom

- Review procedures with advisors
- No major issues

Policy Review

- Recommended we update policies 6410, 6656, 6650 and 6670 (see report for changes)

Overall – Very positive findings

Ms. Spinelli then went over her Audit Plan from 2006 to 2013

Claims Auditor Patricia O'Sullivan gave a review of her findings:

- Number of confirming purchase orders over the years has been getting better

**PRESENTATION – CLAIMS  
AUDITOR**

Nicholas DiMola, Chair of the Audit Committee presented for Board of Education review the Audit Committee work plans and activities planned for the 2013-2014 fiscal year.

- Added technology to plan per request by board member
- Will update the Board in a quarterly report

**PRESENTATION – AUDIT  
COMMITTEE**

Brief discussion about additional review over worker's compensation was held

None

**PUBLIC COMMENTS**

None

**CLOSING REMARKS**

There being no further business, a motion was made by Mr. Kahn, second by Ms. Ruona, to adjourn the Special Meeting at 9:25 p.m.

**ADJOURN SPECIAL  
MEETING**

No Discussion.  
All Ayes  
Motion Carried.

Respectfully submitted,

Bruce A. Kahn  
Vice District Clerk