Audit Committee- Draft Minutes
December 4, 2023
9:30am

Committee Members		**Invited Guests**	
Drew Boggess	✓	Superintendent, Victoria McLaren	✓
Robert Curran	✓	Asst. Superintendent for Business, Monica LaClair	✓
Clark Goodrich	✓	District Treasurer, Debra D'Aprile	✓
Emily Mitchell - Marell	✓	Deputy Treasurer, Kimberly Cole	✓
Wendy Wolfenson	✓	Director of Technology, John Reimer	✓

1.) Meeting Called to Order 9:31am by Monica LaClair .

2.) Roll Call

See the above table for attendance.

3.) Student Data Privacy Update - Presented by John Reimer, Director of Technology. John reviewed his daily steps to ensure district security by scanning log in attempts, password changes and attachments. John spoke about how his software scans all attachments sent in an email for student data, if sensitive data is detected, he reviews recipients and senders to be sure it's from a reliable source . John answered some questions regarding student privacy. During the most recent NYS audit of technology, John reviewed the district requirements for NYSED Laws to be visible online, and where they can be located.

4) External Audit RFP- The existing contract has been reviewed. Requests for proposals will be sent out in January to local auditing companies and will also be posted in the newspaper. Bids will be reviewed and presented to the Audit Committee in May.

5) Internal Audit Areas- Monica asked if the committee had any suggestions for an upcoming internal audit? As the Business Office has been involved in several audits over the last few years from NYS Office of the State Comptroller the committee came to the conclusion that there is no area that stands out in need of review at this time. We'll review the concept of an internal audit again, next year.

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6) Old Business - Wendy mentioned a few items she'd like to review, She would like per pupil cost for the past ten years. State tax card has that information and Monica will get her the link. Wendy asked about how covid affected the property values. Drew spoke of the reservoir and how that ties into taxes. Continued discussion regarding equalization rates.

7) New Business - Nothing presented at this time.

8) Upcoming Important Dates

Schedule of Audit Committee Meeting Dates for 2023/2024:

Monday, March 4, 2024
Monday, May 13, 2024

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

9) Adjournment - Motion proposed by Drew and seconded by Wendy, meeting adjourned at 10:36am.

Respectfully submitted,

Kimberly Cole
Deputy Treasurer/ Tax Collector
Onteora Central School District

Final