

FIRE ISLAND UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION

Work Session Agenda
Tuesday, October 22, 2024
4:30 p.m.

Call to Order

Pledge of Allegiance

ITEM 1 **Action Items** – *Recommended for Approval*

- a. Financials:
 - Claims Audit Report
 - Warrant
 - Cash Transfer
- b. 2024-25 Club Chaperone Appointment – *A. Niland*
- c. 2024-2025 Part-Time Speech/Language-Pathologist Appointment – *J. Carino @ \$23,156.76 (pro-rated) effective 10/25/2024.*
- d. 2024-2025 Head Bus Driver Appointment – *J. Lastorino at \$70,000.00 yearly salary, pro-rated.*
- e. 2024-2025 Non-Resident Instruction Contract – *1 Pre-kindergarten student @ \$2,450.86 (pro-rated), start date of 10/23/2024.*
- f. 2024-2025 Non-Resident Tuition Donation – *Fire Island Association, \$3,469.78*

ITEM 2 **Proposed Executive Session** – *It is anticipated there will be a motion to enter executive session to discuss and receive counsel regarding the employment and/or disciplinary action of a particular person/s and to discuss negotiations with the Fire Island Teacher's Association.*

ITEM 3 **Adjournment**

October 18, 2024

VIA EMAIL

Board of Education
Fire Island Union Free School District

***Re: Claims Audit Report for the Month of
October 3, 2024 through October 17, 2024.***

Board of Education:

I have completed my claims auditing services to the Fire Island Union Free School District covering the time period of ***October 3, 2024 through October 17, 2024***. The services I performed, as outlined within my proposal, include reviewing all claims against the district. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

For ease of reference, I have categorized the remainder of this report as follow:

Claims Audit Services

Exhibits

CLAIMS AUDIT SERVICES

The claims audit services performed on each claim against the district consisted of:

1. Verification of the accuracy of invoices and claim forms.
2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district.
3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state law.

**Board of Education
Fire Island Union Free School District
October 18, 2024
Page 2**

**Re: Claims Audit Report for the Month of
October 3, 2024 through October 17, 2024**

4. Comparison of invoices or claims with previously approved contracts.
5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges.
6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations.

Over the time period of October 3, 2024 through October 17, 2024 I have reviewed 28 claims against the District in the amount of **\$ 162,453.63** (See attached Exhibit I) I made inquiries and/or observations into 1 claim. It should be noted that currently, there are no outstanding inquiries in regard to the audit of claims made against the district for the period of July 1, 2024 through October 17, 2024. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II.

Please note that for comparative purposes, I have attached Exhibit II – “Summary of Inquiries/Resolutions” for each of the prior months.

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I trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at Jofilipkowski@outlook.com or (631)662-2779.

Very truly yours,

Jo-Anne Filipkowski

Claims Audit By Fund

Fire Island Union Free School District

Exhibit I

Legend:	
A - General	H - Capital
C - Cafeteria	T - Trust & Agency
F - Federal	WC - Workers Compensation

Oct-24

Warrant Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
10/17/24	10/18/24	11	A	28	162,453.63	1	616.00	1	-	1037, 2687-2713
TOTAL				28	\$ 162,453.63	1	\$ 616.00	1	-	
GRAND TOTAL				28	\$ 162,453.63	1	\$ 616.00	1	-	

Fire Island Union Free School District
Claims Audit
Schedule of Inquiries by Warrant Date
Exhibit III

Oct-24

Fund: A							
Inquiry #	Ck #	Amount \$	Vendor	Warrant #	Warrant Date	Reason For Inquiry	Resolution
1	2705	616.00	ASBO	A-11	10/17/24	Invoice over 90 days outstanding	Noted by Business Office
TOTALS		616.00					
GRAND TOTAL		616.00					

FIRE ISLAND UFSD

Check Warrant Report For A - 11: Cash Disbursement #2 For Dates 10/1/2024 - 10/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1037	10/17/2024	4069	Campbell Cassetta Architects PC	8166	7,136.17
2687	10/07/2024	1119	NYS EMP. HEALTH INS PENDING A/	8009	80,146.37
2688	10/17/2024	3832	Benetech, Inc.	8115	108.00
2689	10/17/2024	4030	Coffee Distributing Corp	8062	255.47
2690	10/17/2024	2296	CULLEN DANOWSKI	7105	5,000.00
2691	10/17/2024	4068	Didax Education Resources	*See Detail Report	833.36
2692	10/17/2024	3831	East End Workers Comp Plan	8273	11,305.00
2693	10/17/2024	1115	FIRE ISLAND BOTTLE GAS CORP.	8056	1,501.50
2694	10/17/2024	1054	FIRE ISLAND FERRIES, INC.	8081	423.60
2695	10/17/2024	2468	FIRST RELIANCE STANDARD LIFE INSUR.	8111	3,024.63
2696	10/17/2024	1718	GRAINGER	8059	400.24
2697	10/17/2024	2507	GUERCIO AND GUERCIO	*See Detail Report	4,538.66
2698	10/17/2024	3916	Home Depot Pro	8159	632.00
2699	10/17/2024	1063	ISLIP BULLETIN	8095	41.00
2700	10/17/2024	3981	James W. Ferguson	8110	1,000.00
2701	10/17/2024	4075	Joanne Filipkowski	8052	650.00
2702	10/17/2024	1064	LONG ISLAND ADVANCE	8096	41.00
2703	10/17/2024	2840	MUSIC And ARTS CENTER	8244	640.00
2704	10/17/2024	3416	Newsday Media Group	8239	2,486.76
2705	10/17/2024	1352	NYS ASSN. SCHOOL BUSINESS OFFICIALS	8114	616.00
2706	10/17/2024	1122	NYS UNEMPLOYMENT INSURANCE	8113	6,689.48
2707	10/17/2024	1612	Pitney Bowes	8006	227.97
2708	10/17/2024	3102	Richard Security	8034	144.21
2709	10/17/2024	2456	STAPLES Contract & Commercial	8108	141.74
2710	10/17/2024	2485	TOWN OF ISLIP	8045	3,066.50
2711	10/17/2024	2431	VERIZON WIRELESS	8023	522.20
2712	10/17/2024	3814	Windstream Communications, Inc	8016	0.26
2713	10/17/2024	1835	EASTERN SUFFOLK BOCES	8018	30,881.51

Number of Transactions: 28

Warrant Total: 162,453.63

Vendor Portion: 162,453.63

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 28 in number, in the total amount of \$162,453.63. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

