

**Syracuse City School District
Board of Education
Budget & Finance Committee Meeting
Tuesday, April 29, 2008, Board Room**

Commissioner Calvin Corriders called the meeting to order at 3:30 p.m. Present: Commissioners Cynthia Kirby and Nancy McCarty. Also Present: Commissioners Ned Deuel, Dorothy Matthews, and Laurie Menkin.

The Committee recommended that the following Board action items come before the Board of Education on May 13, 2008:

- **Create Part-time Account Clerk II Position, Auditing** – Authorization to create a part-time Account Clerk II position to provide support to Claims Auditing. The position is budgeted and will be funded from account A.13200.180.QA.000000 at a rate of \$13.38 per hour, approximately \$13,915 per year.
- **Payment to External Auditor for Out of Scope Work** – Authorization to pay Testone, Marshall and Discenza, LLP (TMD) \$15,000 for out-of scope services performed in January 2008 in order to complete the District's external audit for 2006-2007. The Committee requested the resolution include a total amount incurred for all out of scope services provided by TMD for the 2006-2007 external audit.
- **Contract, Peaceful Schools Program** – Authorization for payments to Peaceful Resolutions for Living in an amount up to \$115,000 to continue its initiative into 2008-2009, to be paid from budget line A.21100.466.DW.002820.
- **Out of State Travel, Vice Principal Elmwood School** – Authorization for the Vice Principal at Elmwood to attend the National Association of Elementary School Principals from July 6, 2008 to July 9, 2008 in Virginia Beach, Virginia. The cost will be approximately \$2,040 and will be paid from account A.20200.475.DW.002630.

Action Items for Annual Organization Meeting:

- Fix Time/Dates for BOE Business Meetings
- Appoint Records Retention Officers and Records Access Officer
- Regulation Pertaining to Signing of Checks

Action Items for Annual Business Meeting:

- Appoint CFO to Negotiate and Execute Contracts for 2008-2009
- 2008-2009 BOCES Participation for Cooperative Bids
- 2008-2009 BOCES Request for Services Contract
- BOE Memberships – The Committee requested that the provision for increases be removed from the resolution.
- 2008-2009 Payroll Schedule – The Committee requested the District submit suggestions to mitigate any hardships the change to a bi-monthly payroll could create.
- 2008-2009 Calendar Digest
- 2008-2009 Religious Observation Days – The Committee requested the Policy Committee review the District's practice of scheduling game/practices on religious holidays.
- 2008-2009 Non-Residential Tuition Fee
- Health Services in Schools Outside of City 2008-2009
- Entry Fees, High School Athletic Programs 2008-2009 – The Committee requested clarification regarding how these funds are dispersed and the items that the funds support. Fiscal Services and the Claims Auditor will review the disbursement process for these funds.
- Use of Concession Stands 2008-2009
- Appointment of Back-up Internal Claims Auditor 2008-2009
- District's Attorney Appointment – The Committee advised that the contract will need to be in place before May 13th and requested the budgeted amount be stated on the resolution.
- 403 (b) Deferred Compensation Program
- Partners for Education & Business Services

Discussion Items:

Monthly Financial Statements: Mr. Rufo, SCSD Chief Financial Officer, presented the April 2008 monthly financial statements and provided an explanation for the contract services expenses.

Update Payroll Audit (Segregation of duties of custody, authorizing and monitoring): Mr. Rufo advised the District had agreed in April to implement Mr. Redmond's, Director of Internal Audit, recommendations.

Update Accounts Payable Monthly Transactions/Aging Report: Mr. Rufo reviewed the latest aging information.

The meeting was adjourned at 5:50 p.m. The next Budget & Finance meeting will be held on May 27, 2008 at 3:30pm.

Kimberly Day/SCSD Internal Claims Auditor