

**Minutes of
Advisory Committee for Finance
Syosset CSD**

December 14, 2017
6:26 pm South Woods

Present:

Board of Education representatives:
Andrew Feldman

Staff:

Dr. Thomas Rogers, Superintendent
Dr. Patricia Rufo, Asst. Superintendent for Business, via speaker

Community Members:

Digant Bahl
Roberta Dochter
Dale Predmore
Jack Ostrick
Dr. Robert Schultz
Trish Sergi
Bill Weiner
Michele C. Yen

Absent:

Board of Education representatives
Christopher DiFilippo

Staff:

Community Members Absent:

Wendy Levitt
Sonia Rutigliano

Dr. Rogers informed the committee that Christine Costa has left the District and is now the Assistant Superintendent of Business at Westbury School District. After a search she has been replaced with Carol Williams an accountant with Western Suffolk BOCES, who is in the process of giving notice and will join us as the Business Administrator.

Follow ups from last meeting. Regarding the Woodbury Cove and Country Point senior housing developments, would they drain off empty nesters thereby accelerating families with school age children entering the District. Dr. Rufo provided an analysis of enrollment changes and there did not appear to be significant upswings from the developments.

Dr. Rogers discussed the Legislative grant from Assemblyman Charles Levine. The grant is for \$250,000 with no matching requirement. The project must be preapproved by the State. The criteria for allowable use are construction improvement, rehabilitation, acquisition of capital facilities or equipment or roads or support of health, safety or technology or innovation. The question was placed to the administration at the last Board meeting, if the funds could be used for expansion of the HS library. The available grant funds would not go very far in to cover the library project but would significantly impact the science research rooms which were proposed in Proposition one of the Capital improvements.

We discussed the facility project bond proposition, and related tax increase that would need to be levied to cover the debt service. The communication to the public will cover that there will be no significant budget change because the new debt will come on as the old debt is paid off. This is similar to the first child finishing school as the second one starts.

The Single audit is due March 31 and will be finished in January 2018.

The Internal Audit RFP is in the interview phase. Two interviews are completed and one is scheduled for January and one for February. The anticipated cost of the service is within \$10,000 of the fees charged in prior years.

We discussed the start of the budget process and suggested that the top 5 changes in the budget be highlighted. We discussed ways to enhance the budget document in addition to the budget newsletters. We discussed the available Budget Award program for future consideration.

We discussed the FOIL process and the current environment. Some requests are for directory information which are limited to protect the children and no personnel information except salary is released. If necessary the lawyers are contacted regarding compliance. The accounting system is switching to Win Cap from Finance Manager. Reports from the accounting system that have been created for the use of the District can be printed or sent in spreadsheet.

The District has no in-house attorney. Ingerman Smith has been counsel for the District. They are in the fifth year of a five year contract. There will be a RFP issued for legal services.

Our next meeting will be January 24th at 6:15pm.

The meeting concluded at 7:37 pm.

Respectfully submitted,

Michele Calen Yen