

**Skaneateles Central School District**  
**Board of Education**

Audit, Budget, and Finance Advisory Committee

Draft Minutes

10/29/19

The meeting came to order at approximately 5:30 PM with the following in attendance:

**Board of Education Members:** Tom Lambdin, Michael Kell

**Advisory Committee Members:** Christine Burgher, Jennifer Young

**District Members:** Lynda Quick, Christine DeMass

Mrs. DeMass opened the meeting with a review of the agenda. She asked the committee if the extraclassroom activity funds financial report could be added to the agenda. The committee agreed. Mr. Kell advised he would be reporting back to the full board.

Mrs. DeMass went over the three items on the corrective action plan letter. She commented that Mrs. Cullen continues to closely monitor the school lunch program for ways to decrease costs and increase participation and revenue. Mrs. DeMass advised that she would be reviewing the procurement policy with the intention to send a revised policy to the policy committee and then to the Board of Education by the end of March 2020. She also advised that Connor and her were working with Asset Systems to update our completed capital projects from a work in progress to a depreciation schedule within the system. A question was asked if our accounting system had any capability to track this. Mrs. DeMass advised she did not think so but would check with the vendor.

Mrs. DeMass reviewed the summary of debt service and estimated building aid with the committee. She pointed out to the group that there is a drop in debt service beginning in the 2024-2025 school year. She explained that, for project planning purposes, this would be a good time to plan for new debt to come on the books in order to keep our debt level. A question was asked about planning for a new project. Ms. Quick explained that a draft timeline has been created with a potential vote date being sometime in November or December 2020. Ms. Quick

explained that the scope of work has been started from work that was not able to be completed within project 2021 and will continue to be determined after results are back on the facilities usage study as well as the building condition survey. The committee thought it would be helpful to have a chart of larger items within the district that would show things like age, useful life and expected replacement needed so work in project was easier to understand. Mrs. DeMass added that she thought their architect could provide that information when presenting the building condition survey once complete.

Mrs. DeMass then briefly reviewed the extraclassroom activity fund report, which included prior year and current year deficiencies. The committee would like to see more training and a review of the extraclassroom activity funds policy. They also advised that they believe a guide or handbook should be developed to help staff. Mrs. DeMass advised the group that Mr. Musso oversees this and will be meeting with Mr. Brown later this week to go over training and a corrective action plan.

The committee then began a discussion on enhancing the current reserve plan. Mrs. DeMass walked through four examples of what other districts currently have as either their plan or their communication around their district reserves. The group provided feedback which included adding a target for each reserve, including reserve history and overall totals, measuring reserves against both the tax levy and the overall budget as well as keeping language simple and providing reasons if targets are not met. Mrs. DeMass will take this feedback and start to work on the plan which will include a longer, detailed document as well as a consolidated 1 to 2-page document. Mrs. DeMass advised that this will most likely take more than the planned one or two meetings to get to the final document. She will do more research on the targets and come back to the group with that information.

Mr. Lambdin started a discussion regarding the district participating in a shared grant with the town of Skaneateles. Mrs. DeMass had explained that the town had contacted her in regards to purchasing a generator at the transportation facility. The grant approval timeline had passed but there was another opportunity to submit for this grant in the very near future. The town had provided Mrs. DeMass with the cost of a generator if both the town and the district purchased

their own to provide back-up power to each side of their building in the event of an emergency as well as what the cost savings would be in regards to this grant. Ms. Quick advised that she had also spoken to the town and asked for some additional information. She advised the committee that she would like to be able to have the district complete our due diligence, which would include further discussion with our engineers to determine if what was presented to us would meet our needs. Ms. Quick also advised the group that there would be an outlay of cash for the district that would not be in the 19-20 budget. She advised that further discussion could be had once she received more information.

The meeting adjourned at 7:00.

Respectfully submitted,

Michael Kell

DRAFT for Committee approval